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Tender

Graduation Services

University of Huddersfield

F02: Contract notice

Notice identifier: 2022/S 000-030267

Procurement identifier (OCID): ocids-h6vhtk-037c85

Published 26 October 2022, 7:05pm

Section I: Contracting authority

I.1) Name and addresses

University of Huddersfield

Queensgate

Huddersfield

HD1 3DH

Contact

Claire Gunton

Email

c.gunton@hud.ac.uk

Telephone

+44 1484422288

Country

United Kingdom

Region code

UKE44 - Calderdale and Kirklees

Internet address(es)

Main address

www.hud.ac.uk

Buyer's address

www.hud.ac.uk

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.delta-esourcing.com/tenders/UK-UK-Huddersfield:-Event-services./XR2V95KACD>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/tenders/UK-UK-Huddersfield:-Event-services./QVG9VWSV9A>

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.delta-esourcing.com/tenders/UK-UK-Huddersfield:-Event-services./QVG9VWSV9A>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Graduation Services

Reference number

HUD-MAR-018

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

The University is seeking to appoint suitably qualified suppliers to deliver the following services:

Lot 1: Graduation Gowning

Lot 2: Graduation Photography

Lot 3: One Stop Shop (to cover Gowning and Photography)

Lot 4: Graduation Ceremony Filming

II.1.5) Estimated total value

Value excluding VAT: £1,000,000

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 2

II.2) Description

II.2.1) Title

Graduation Gowning

Lot No

1

II.2.2) Additional CPV code(s)

- 18400000 - Special clothing and accessories

II.2.3) Place of performance

NUTS codes

- UKE44 - Calderdale and Kirklees

Main site or place of performance

Calderdale and Kirklees

II.2.4) Description of the procurement

To provide an effective robing service to both graduating students and staff of the University of Huddersfield at the graduation ceremonies held at the Queensgate Campus in Huddersfield and any other location as determined by the University.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The agreement will have an initial duration of 3 years with the option to extend for 2 further periods of 1 years, subject to continued demand, satisfactory performance and pricing. The maximum agreement term is 5 years.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Graduation Photography & Associated Services

Lot No

2

II.2.2) Additional CPV code(s)

- 79961000 - Photographic services

II.2.3) Place of performance

NUTS codes

- UKE44 - Calderdale and Kirklees

Main site or place of performance

Calderdale and Kirklees

II.2.4) Description of the procurement

To provide an effective photography service to both graduating students and staff of the University of Huddersfield at the graduation ceremonies held at the Queensgate Campus in Huddersfield and any other location as determined by the University.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The agreement will have an initial duration of 3 years with the option to extend for 2 further periods of 1 years, subject to continued demand, satisfactory performance and pricing. The maximum agreement term is 5 years.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

One Stop Shop (to cover Gowning and Photography)

Lot No

3

II.2.2) Additional CPV code(s)

- 79961000 - Photographic services

II.2.3) Place of performance

NUTS codes

- UKE44 - Calderdale and Kirklees

Main site or place of performance

Calderdale and Kirklees

II.2.4) Description of the procurement

To provide an effective gowning AND photography service to both graduating students and staff of the University of Huddersfield at the graduation ceremonies held at the Queensgate Campus in Huddersfield and any other location as determined by the University.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The agreement will have an initial duration of 3 years with the option to extend for 2 further periods of 1 years, subject to continued demand, satisfactory performance and pricing. The maximum agreement term is 5 years.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2) Description

II.2.1) Title

Graduation Ceremony Filming

Lot No

4

II.2.2) Additional CPV code(s)

- 79960000 - Photographic and ancillary services

II.2.3) Place of performance

NUTS codes

- UKE44 - Calderdale and Kirklees

Main site or place of performance

Calderdale and Kirklees

II.2.4) Description of the procurement

To provide an effective filming service at the graduation ceremonies held at the Queensgate Campus in Huddersfield and any other location as determined by the University.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The agreement will have an initial duration of 3 years with the option to extend for 2 further periods of 1 years, subject to continued demand, satisfactory performance and pricing. The maximum agreement term is 5 years.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

28 November 2022

Local time

10:00am

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

28 November 2022

Local time

11:00am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.3) Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Huddersfield:-Event-services./XR2V95KACD>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/XR2V95KACD>

GO Reference: GO-20221026-PRO-21262527

VI.4) Procedures for review

VI.4.1) Review body

University of Huddersfield

Queensgate

Huddersfield

HD1 3DH

Email

procurement@hud.ac.uk

Country

United Kingdom

Internet address

www.hud.ac.uk