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Tender

## **Graduation Services**

University of Huddersfield

F02: Contract notice

Notice identifier: 2022/S 000-030267

Procurement identifier (OCID): ocds-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](mailto: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](http://www.hud.ac.uk)

Buyer's address

[www.hud.ac.uk](http://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

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## **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

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## **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

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## **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

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## **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](mailto:procurement@hud.ac.uk)

Country

United Kingdom

Internet address

[www.hud.ac.uk](http://www.hud.ac.uk)