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Tender

## **Provision of Graduation Academic Dress to ARU**

Anglia Ruskin University Higher Education Corporation

F02: Contract notice

Notice identifier: 2021/S 000-031446

Procurement identifier (OCID): ocids-h6vhtk-03024d

Published 16 December 2021, 3:10pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Anglia Ruskin University Higher Education Corporation

Rivermead Campus, Bishop Hall Lane

Chelmsford

CM1 1SQ

#### **Email**

[procurement@aru.ac.uk](mailto:procurement@aru.ac.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKH3 - Essex

#### **Internet address(es)**

Main address

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

Buyer's address

<https://in-tendhost.co.uk/angliaruskinuniversity>

### **I.3) Communication**

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

<https://in-tendhost.co.uk/angliaruskinuniversity>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/angliaruskinuniversity>

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

### **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**

Provision of Graduation Academic Dress to ARU

Reference number

T21/19

#### **II.1.2) Main CPV code**

- 18000000 - Clothing, footwear, luggage articles and accessories

#### **II.1.3) Type of contract**

Supplies

#### **II.1.4) Short description**

Please find attached documents relating to the procurement for T21/19\_Provision of Graduation Academic Dress for ARU. Please note the closing date for your return is 12 noon on 21 January 2022. Tenderers must check that all the documents listed in the contents have been received by the Tenderer and are complete in all respects. Documents that must be returned to us completed in full are: 20211216\_Suitability Questionnaire 20211216\_ITT Requirement and Tender Questionnaire Document 20211216\_Sign all Forms\_ RETURN with Submission 20211216\_Pricing Matrix As per question 4.2.8, please also include a copy of the hire agreement between your company and the individual student as part of your tender submission (if applicable). Tenders are reminded that large electronic files may take time to upload to In-Tend. Bidders must allow sufficient time to fully transmit all files they wish to submit prior to the published closing time. Please see paragraph 1.18 of the Invitation to Tender document.

#### **II.1.5) Estimated total value**

Value excluding VAT: £1,000,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

## II.2.2) Additional CPV code(s)

- 18000000 - Clothing, footwear, luggage articles and accessories
- 18400000 - Special clothing and accessories
- 18410000 - Special clothing

## II.2.3) Place of performance

NUTS codes

- UKH1 - East Anglia

## II.2.4) Description of the procurement

Anglia Ruskin University (ARU) are seeking tenders from suppliers who are able to provide academic gown hire services to students, academic staff and VIPs. Our graduation ceremonies take place twice yearly across 3 different city locations. The dates may differ year on year but as a guideline may include: July – 1 week in Cambridge July – 1 week in Chelmsford July – 1 weekday in Peterborough November – 3 days in Chelmsford November – 3 days in Cambridge November - 1 weekday in Peterborough For 2022 the dates are confirmed as: 11th-15th July 2022 Cambridge 18th-22nd July 2022 Chelmsford 26th July 2022 Peterborough November 2022 dates are to be confirmed. A maximum of 3 ceremonies per day are held at each location. These dates may change in future years, or the number of ceremonies may increase or decrease. Notice will be given in the previous academic year of all dates for the year ahead, however flexibility is required. The current locations for these events are as follows. Chelmsford Ceremony: Chelmsford Cathedral, New Street, Chelmsford, CM1 1TY Gown pick up: Guy Harlings Garden Marquee, 53 New Street, Chelmsford, CM1 1TY Gown drop off: At either the Guy Harlings Garden Marquee or ARU Chelmsford Campus Cambridge Ceremony: Corn Exchange, Wheeler Street, Cambridge, CB2 3QE Gown pick up: Guildhall, Market Square, Cambridge, CB2 3QJ Gown drop off: At either the Guildhall or ARU Cambridge campus Peterborough: Ceremony: Peterborough Cathedral, PE1 1XZ Gown pick up: The Bull Hotel and Conference Centre, Westgate, Peterborough, PE 1 1RB Gown drop off: At either The Bull Hotel and Conference Centre or Peterborough Cathedral The total number of graduates attending the ceremonies each year is approximately 4,500 with no more than 350 students per ceremony. The ceremonies will cover a variety of awards ARU requires a high-quality professional service to students and their family/friends. From pre-sales information and booking, through to the management of gowning at ceremonies in a high-pressure, high-volume environment, to an after-sales service and customer care to support any issues. Gowning services may also be required outside of ARU's graduations for other corporate events e.g. new Chancellor investiture ceremonies etc. From time to time, ARU may require new gowns/hoods designed and manufacturing when students graduate from awards which are new to ARU.

### **II.2.5) Award criteria**

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

### **II.2.6) Estimated value**

Value excluding VAT: £1,000,000

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

Duration in months

36

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: Yes

Description of options

option to extend for a further 2 years on a year by year basis

### **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

21 January 2022

Local time

12:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

21 January 2022

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Anglia Ruskin University Higher Education Corporation

Rivermead Campus, Bishop Hall Lane

Chelmsford

CM1 1SQ

Country

United Kingdom