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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): ocds-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

Country

United Kingdom

NUTS code

UKH3 - Essex

Internet address(es)

Main address

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

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

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

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

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