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Tender

Creation, print and supply of event stands for off campus recruitment events

University of South Wales

UK4: Tender notice - Procurement Act 2023 - view information about notice types

Notice identifier: 2025/S 000-032046

Procurement identifier (OCID): ocds-h6vhtk-0547f3 (view related notices)

Published 12 June 2025, 3:55pm

This is an old version of this notice. View the latest version.

Scope

Reference

1985

Description

University of South Wales Future Students department attend a range of Student Recruitment and Higher Education fairs throughout each year to raise awareness of the University of South Wales as a study option, engage with prospective students and capture data to import to our CRM and email nurture tracks. USW plan to attend between 30-50 individual events between September and August every year and hoping to achieve a 4 year contract starting on the 1st August 2025. The contract requirements include:

- 1.1 Stand printing
- Provide the physical elements to construct stands in a range of sizes at various events.

• Provide additional furnishings (e.g. podiums, seating) as required for each event. • From the artwork files supplied print the graphics for the range of stands. • We would expect the following stand sizes to be required each year: o 2m x 1m o 3m x 2m o 4m x 1m o 4m x 3m o Custom stand for UCAS Newport o Custom stand for Create Your Future • Stands must be of robust construction and high-quality materials. • The stands must be able to work as part of a shell scheme or as a free-standing entity. 1.2 Stand storage o Storage of stands when not in use. 1.3 Stand logistics and construction • Provide comprehensive logistics support to include: o Procurement of all stand elements. o Testing of stand ahead of events. o Delivery to agreed venues. o Set-up and on the day support. o De-rig and removal of stand. 1.4 On-site support for all events

Provide a named contact at all events to facilitate troubleshooting and on-the-day

support.

- 1.5 Merchandise storage
- Storage, delivery and collection of postcard prospectus and gifting merchandise.

Total value (estimated)

- £170,000 excluding VAT
- £204,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 August 2025 to 31 July 2029
- 4 years

Main procurement category

Goods

CPV classifications

- 98000000 Other community, social and personal services
- 22000000 Printed matter and related products
- 79800000 Printing and related services

Contract locations

• UKL - Wales

• UK - United Kingdom

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

4 July 2025, 12:00pm

Tender submission deadline

9 July 2025, 12:00am

Submission address and any special instructions

To access the tender documents you will need to go to eTender Wales via https://etenderwales.bravosolution.co.uk/web/login.shtml

ITT reference:- itt_117539

Tenders may be submitted electronically

Award criteria

Name	Description	Туре	Weighting
Price		Price	60.00%
Social Value	Describe how your exhibition stands solution supports reusability, modularity, and easy transport/assembly for a multi-location event	Quality	10.00%
Quality	Describe the materials and print techniques you will use to ensure quality and durability across multiple roadshow events.	Quality	7.00%
Quality	Explain how you will ensure colour accuracy, brand consistency, and high visual impact across al printed components.	Quality I	6.00%
Quality	Outline your proposed production timeline and delivery logistics, including how you will meet tight deadlines or adapt to schedule changes	j	6.00%
Quality	Describe how your exhibition stands solution supports reusability, modularity, and easy transport/assembly for a multi-location event	Quality	6.00%

Name	Description	Type	Weighting	
Quality	Provide up to three examples of similar projects (ideally for roadshows or exhibitions), including photographs and clier references.		5.00%	

Procedure

Procedure type

Below threshold - open competition

Contracting authority

University of South Wales

• Charity Commission (England and Wales): 1140312

University of South Wales,

Pontypridd

CF37 1DL

United Kingdom

Contact name: Libby Roberts

Telephone: +441443654229

Email: libby.roberts@southwales.ac.uk

Region: UKL15 - Central Valleys

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales