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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 000-032315

Procurement identifier (OCID): ocids-h6vhtk-0547f3

Published 13 June 2025, 2:32pm

Changes to notice

This notice has been edited. The [previous version](#) is still available.

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_117806

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type	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 all printed components.	Quality	6.00%

Name	Description	Type	Weighting
Quality	Outline your proposed production timeline and delivery logistics, including how you will meet tight deadlines or adapt to schedule changes	Quality	6.00%
Quality	Describe how your exhibition stands solution supports reusability, modularity, and easy transport/assembly for a multi-location event	Quality	6.00%
Quality	Provide up to three examples of similar projects (ideally for roadshows or exhibitions), including photographs and client references.	Quality	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