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Tender

Graduation Services

UNIVERSITY OF SALFORD(THE)

F02: Contract notice

Notice identifier: 2023/S 000-037350

Procurement identifier (OCID): ocds-h6vhtk-042704

Published 19 December 2023, 4:18pm

Section I: Contracting authority

I.1) Name and addresses

UNIVERSITY OF SALFORD(THE)

University of Salford

SALFORD

M54WT

Email

O.H.Ward@salford.ac.uk

Country

United Kingdom

Region code

UKD34 - Greater Manchester South West

Companies House

RC000666

Internet address(es)

Main address

<https://www.salford.ac.uk/>

Buyer's address

<https://in-tendhost.co.uk/salford.aspx/Home>

I.3) Communication

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

<https://in-tendhost.co.uk/salford.aspx/Home>

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/salford.aspx/Home>

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

Graduation Services

Reference number

UoS/OW/23/24/QTR2/Graduation Services

II.1.2) Main CPV code

- 79952000 - Event services

II.1.3) Type of contract

Services

II.1.4) Short description

The University events team deliver two sets of graduation ceremonies each year, one in the traditional summer period in the third week of July which is held at The Lowry Theatre, MediaCityUK and a winter graduation event in early December, currently held at the University on our Peel Park Campus. At our Summer Graduation event there are approximately 3800 students in attendance, and our Winter Graduation event there are approximately 1500 students. The University also has a small number of overseas partners who host in-country ceremonies.

At present there are two suppliers one for the gowning and one for photography. To streamline the service and provide a simple, easy, and high-quality offer for students and their guests, the University is now inviting sufficiently experienced and qualified suppliers to tender for a package delivering both of these products/services.

The appointed supplier will be required to provide gowning and a photography service for students and their guests as well as gowns for our Vice-Chancellor's executive team, academics, and staff volunteers at both graduation periods each year.

II.1.5) Estimated total value

Value excluding VAT: £1,800,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKD3 - Greater Manchester

II.2.4) Description of the procurement

The University events team deliver two sets of graduation ceremonies each year, one in the traditional summer period in the third week of July which is held at The Lowry Theatre, MediaCityUK and a winter graduation event in early December, currently held at the University on our Peel Park Campus. At our Summer Graduation event there are approximately 3800 students in attendance, and our Winter Graduation event there are approximately 1500 students. The University also has a small number of overseas partners who host in-country ceremonies.

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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: £1,800,000

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

Duration in months

60

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: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

As per tender documents

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

26 January 2024

Local time

12:00pm

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

26 January 2024

Local time

12:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

University of Salford

Salford

M5 4WT

Country

United Kingdom