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Not applicable

## **Photography Services Framework**

UNIVERSITY OF SOUTHAMPTON

F14: Notice for changes or additional information

Notice identifier: 2024/S 000-038027

Procurement identifier (OCID): ocds-h6vhtk-04b5b3

Published 25 November 2024, 2:41pm

### **Section I: Contracting authority/entity**

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

UNIVERSITY OF SOUTHAMPTON

UNIVERSITY ROAD

SOUTHAMPTON

SO171BJ

#### **Contact**

Amy Hands

#### **Email**

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

#### **Telephone**

+44 2380595000

#### **Country**

United Kingdom

**Region code**

UKJ32 - Southampton

**UK Register of Learning Providers (UKPRN number)**

10007158

**Internet address(es)**

Main address

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

Buyer's address

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

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Photography Services Framework

Reference number

2023UoS-0823

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

- 79961000 - Photographic services

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

Services

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

The University requires a framework of professional photographers to deliver exceptional imagery to appropriately represent the University in the increasingly competitive HE

(Higher Education) market. All photography taken on behalf of the University must adhere to the University brand.

Imagery is a key part of our brand. For the University to ensure high-quality photographs to support print and digital materials we require professional photographers to showcase the University through selling university life, world-leading teaching and research and compelling profiles of staff, students, alumni and facilities.

The successful supplier(s) are required to capture imagery to work across multiple platforms, they will need to be aware of the different specific shot styles. This can include shooting:

- images in landscape and portrait
- the same image multiple times in different angles
- the same set up with different models

The commissioner will be on location to guide these decisions, but the photographer will need to be experienced to execute these styles, advise and think creatively.

This project is to procure a framework of Suppliers under 2 lots - Lot 1 (Large Photography Jobs/High-end Photography) and Lot 2 (Small Photography Jobs/Quick Turn Around Projects).

The framework of suppliers will provide services across the whole University including other professional services, academic units, research centers and arts venues. All photography taken on behalf of the University must adhere to the University brand guidelines as well as considerations around campaign and channel requirements. All work supplied to the University must be subject to quality control processes by the commissioned supplier before it is supplied.

Please note, the University of Southampton no longer meets the criteria of a 'body governed by public law' and is therefore not considered a contracting authority for the purposes of the Public Contracts Regulations 2015 and/or any replacement legislation. This procurement process is not regulated by UK (or EU) public procurement law.

Where the University of Southampton advertises contracts, through any public sector portal, it does so on a voluntary basis by way of transparency and to encourage open competition, but it is not required to comply with the procurement legislation. For the purposes of procuring the goods/services described, the University is acting in accordance with its internal financial regulations and the procedure detailed in the Invitation to Tender document set.

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## **Section VI. Complementary information**

### **VI.6) Original notice reference**

Notice number: [2024/S 000-036527](#)

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## **Section VII. Changes**

### **VII.1) Information to be changed or added**

### **VII.2) Other additional information**

WAS

#### **III.1.2) Economic and financial standing**

Minimum level(s) of standards possibly required

Tenderer's are advised that a requirement of this procurement is to have in place, or commit to obtaining prior to the commencement of the Contract, the following minimum insurance levels:

- Public Liability - £2 million
- Employer's (Compulsory) Liability - £5 million if the tenderer is a company that hold employees and is therefore legally obliged to obtain this amount. This is not required for any Sole Trader bidders who have no employees as it is not a legal requirement.

Professional Indemnity - £1 million

CHANGED TO

#### **III.1.2) Economic and financial standing**

Minimum level(s) of standards possibly required

Tenderer's are advised that a requirement of this procurement is to have in place, or commit to obtaining prior to the commencement of the Contract, the following minimum insurance levels:

- Public Liability - £2 million
- Employer's (Compulsory) Liability - £5 million if the tenderer is a company that hold employees and is therefore legally obliged to obtain this amount. This is not required for any Sole Trader bidders who have no employees as it is not a legal requirement.

Professional Indemnity - £100,000.00