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Contract

University of Chichester Graduation Ceremonies - Academic Robing and Photography

THE UNIVERSITY OF CHICHESTER

UK7: Contract details notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-039573

Procurement identifier (OCID): ocds-h6vhtk-04e81b ([view related notices](#))

Published 14 July 2025, 12:09pm

Scope

Reference

TND-0001075

Description

The University of Chichester is seeking a suitably experienced and skilled partner to work with on our graduation ceremonies.

We want a provider that feels like an extension of our team, with the ability to achieve a smooth process for both our university events team and our students in the run up to and on the day of the events. Someone who offers robing and photography for the day as well as tickets for the graduands and guests for the event.

We are looking for a partner who gives us clear communication on the specifications requested and deadlines in good time. This partner must have good people relationship skills as well as strong experience, skills and knowledge in this field.

Overall, our aim is to give our students the best day and experience possible, so that all they need to worry about is what to wear or how best to celebrate!

Currently, our graduation ceremonies take place twice a year, the first larger ceremonies focus predominately on our undergraduate programmes with the slightly smaller occasions later in the academic year for our postgraduate and non-traditional course routes.

With the undergraduate currently taking place in September, however from 2027 onwards, these will be brought forward to July. Our postgraduate ceremonies will be in March.

Our ceremonies are held at Chichester Cathedral where we have around 130 graduands per ceremony, with anywhere from 4-12 ceremonies at each event.

The 3 key requirements are academic dress, photography, and ticketing. Graduand dress is black robes with a blue and gold hood, Staff to wear their own institutional robes, and senior

team to wear high-quality blue jacquard fabric with gold detailing. Photography requires studios set up on location and photos of graduands receiving their awards.

We require the supplier to undertake ticketing on our behalf and work with us to manage this.

Contract 1

Supplier

- William Northam & Company Ltd

Contract value

- £120,000 including VAT

Below the relevant threshold

Date signed

28 May 2025

Contract dates

- 28 May 2025 to 28 April 2030
- 4 years, 11 months, 1 day

Main procurement category

Services

CPV classifications

- 18410000 - Special clothing
- 98393000 - Tailoring services

Contract locations

- UKJ27 - West Sussex (South West)

Procedure

Procedure type

Below threshold - open competition

Supplier

William Northam & Company Ltd

119 High Street

Oxford

OX1 4BX

United Kingdom

Email: joanna.bell@williamnortham.com

Region: UKJ14 - Oxfordshire

Small or medium-sized enterprise (SME): Yes

Voluntary, community or social enterprise (VCSE): No

Contract 1

Contracting authority

THE UNIVERSITY OF CHICHESTER

- Companies House: 04740553
- Public Procurement Organisation Number: PPPG-3697-WRBH

Bishop Otter Campus

Chichester

PO19 6PE

United Kingdom

Email: tenders@chi.ac.uk

Region: UKJ27 - West Sussex (South West)

Organisation type: Public authority - sub-central government