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Planning

Printing, Distribution and Sale of Graduation Certificates

Oxford Brookes University

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-052337

Procurement identifier (OCID): ocds-h6vhtk-059020

Published 29 August 2025, 10:58am

Scope

Description

Oxford Brookes University is seeking proposals from qualified suppliers for a comprehensive service to manage the secure printing, distribution, and commercial sales of all official degree and award certificates. This contract is for a period of five (5) years, with an option to extend for a further two (2) years, subject to performance review and mutual agreement.

The awarded supplier will be responsible for the entire end-to-end process, from secure document production and storage to direct distribution to graduands and the development of a commercial income stream for the University. The integrity and security of the certificates are of paramount importance to protect the reputation of Oxford Brookes University and the value of its awards.

Contract dates (estimated)

- 1 February 2026 to 31 January 2031

- Possible extension to 31 January 2033
- 7 years

Main procurement category

Services

CPV classifications

- 79823000 - Printing and delivery services
- 79824000 - Printing and distribution services

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Engagement

Engagement deadline

11 September 2025

Engagement process description

Oxford Brookes University is commencing preliminary market engagement (PME) to better understand the market for the print, distribution, and commercial aspects of its graduation certificates. This is in anticipation of a future public contract and is being conducted in accordance with the Procurement Act 2023.

The purpose of this engagement is to:

Gauge the current landscape of services and capabilities.

Explore potential solutions and innovations.

Inform the development of our requirements and tender documents.

Identify potential suppliers for the future contract.

We will host a series of online one-to-one sessions on Wednesday 10th and Thursday 11th September 2025. Suppliers will have the opportunity to discuss their offerings and provide feedback on our potential requirements.

Interested parties should note that this is a fact-finding exercise and not part of a formal tender process. All information exchanged will be treated fairly and transparently.

How to Participate:

Suppliers wishing to participate in this engagement are invited to email procurement@brookes.ac.uk to request a slot for an online discussion.

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Publication date of tender notice (estimated)

10 October 2025

Contracting authority

Oxford Brookes University

- UK Register of Learning Providers (UKPRN number): 10004930
- Public Procurement Organisation Number: PPGL-1164-DJLT

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United Kingdom

Email: procurement@brookes.ac.uk

Website: <http://www.brookes.ac.uk>

Region: UKJ14 - Oxfordshire

Organisation type: Public authority - sub-central government