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Tender

Graduation Production Services 2026 and 2027

Cardiff University

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-060583

Procurement identifier (OCID): ocds-h6vhtk-05a437

Published 29 September 2025, 3:21pm

Scope

Reference

CU.1943.SF

Description

Full Event Production and Management services to apply to Cardiff University's Graduation 2026 (and 2027) ceremonies at Utilita Arena, Cardiff (<https://www.utilitaarenacardiff.co.uk>).

Total value (estimated)

- £399,999 excluding VAT
- £479,999 including VAT

Above the relevant threshold

Contract dates (estimated)

- 15 December 2025 to 31 August 2027
- 1 year, 8 months, 17 days

Main procurement category

Services

CPV classifications

- 79952000 - Event services

Contract locations

- UKL22 - Cardiff and Vale of Glamorgan

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

24 October 2025, 12:00pm

Tender submission deadline

4 November 2025, 12:00pm

Submission address and any special instructions

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

Tenders may be submitted electronically

Yes

Languages that may be used for submission

- Welsh
- English

Award decision date (estimated)

3 December 2025

Award criteria

Name	Description	Type	Weighting
Quality		Quality	65.00%
Price	Responsible Procurement	Price	25.00%

Name	Description	Type	Weighting
Responsible Procurement	Responsible Procurement	Quality	10.00%

Other information

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Justification for not publishing a preliminary market engagement notice

Existing requirement, market knowledge based on previous experience.

Contracting authority

Cardiff University

- Public Procurement Organisation Number: PHVT-4343-HWYR

Procurement Services

Cardiff

CF24 4HQ

United Kingdom

Contact name: Stuart Franklin

Email: procurement@cardiff.ac.uk

Website: <http://www.cardiff.ac.uk/business/why-work-with-us/for-suppliers>

Region: UKL22 - Cardiff and Vale of Glamorgan

Organisation type: Public authority - sub-central government

Devolved regulations that apply: Wales