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Tender

## **Audio-Visual Support Services for University Graduation Ceremonies**

Edinburgh Napier University  
Queen Margaret University

F02: Contract notice

Notice identifier: 2025/S 000-071311

Procurement identifier (OCID): ocds-h6vhtk-05db16

Published 5 November 2025, 2:50pm

### **Section I: Contracting authority**

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

Edinburgh Napier University

Sighthill Campus, 9 Sighthill Court

EDINBURGH

EH11 4BN

#### **Contact**

Chang Wang-Smith, Procurement Portfolio Manager

#### **Email**

[C.Wang-Smith@napier.ac.uk](mailto:C.Wang-Smith@napier.ac.uk)

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**National registration number**

SC018373

**Internet address(es)**

Main address

<http://www.napier.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00340](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00340)

**I.1) Name and addresses**

Queen Margaret University

Queen Margaret University Drive

Musselburgh

EH21 6UU

**Email**

[Helpdesk@qmu.ac.uk](mailto:Helpdesk@qmu.ac.uk)

**Telephone**

+44 1314740000

**Country**

United Kingdom

**NUTS code**

UKM73 - East Lothian and Midlothian

**Internet address(es)**

Main address

<http://www.qmu.ac.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00364](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00364)

**I.2) Information about joint procurement**

The contract involves joint procurement

**I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

Audio-Visual Support Services for University Graduation Ceremonies

Reference number

410SSS-ENU-2425-0127-PRF763

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

- 79952000 - Event services

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

Services

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

The provision of audio-visual support services to Queen Margaret University and Edinburgh Napier University for their Graduation Ceremonies in the City of Edinburgh Council's Usher Hall venue. These include provision of audio-visual equipment, lighting and electrical connections, and the actual filming, display, projection (and potentially live streaming) and archiving of the Graduation ceremonies for the actual graduation audiences and participants, marketing and PR purposes, and historical records.

#### **II.1.5) Estimated total value**

Value excluding VAT: £400,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 92111210 - Advertising film production

#### **II.2.3) Place of performance**

NUTS codes

- UKM73 - East Lothian and Midlothian

Main site or place of performance

The City of Edinburgh Council's Usher Hall concert hall, Lothian Rd, Edinburgh EH1 2EA.

#### **II.2.4) Description of the procurement**

The Universities require the services of specialist audio-visual companies to film, record and near-live webcast their Graduation Ceremonies that take place in The Usher Hall, Edinburgh. This includes the provision, installation and set-up, and post-event removal of the necessary equipment. These services are vital to the performance of the ceremonies, to ensure that these high-profile, prestigious events are captured and broadcast on the day of Graduations for internal and external participants; for marketing and external affairs purposes; and as an historical archived record to be viewed on the Universities' websites for the foreseeable future.

#### **II.2.5) Award criteria**

Quality criterion - Name: Production and post-production facilities and resources. / Weighting: 15%

Quality criterion - Name: Account Manager and Account Management, including post-event reviews, dispute resolution, escalation routes and contacts. / Weighting: 10%

Quality criterion - Name: Technical Innovation and Sustainability, including energy efficient equipment and ethical supply chain. / Weighting: 10%

Quality criterion - Name: Project Plan and event project management. / Weighting: 15%

Quality criterion - Name: Methodology, composition and rationale of proposed equipment selection. / Weighting: 20%

Quality criterion - Name: Delivery of local value add and social benefits, aimed at UG and PG placements, and possibly CPD for ENU/QMU staff. / Weighting: 10%

Price - Weighting: 20%

#### **II.2.6) Estimated value**

Value excluding VAT: £400,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The contract is scheduled to run for an Initial Period of three years, with optional extensions of 2 X 1 years to be exercised at the Universities' sole discretion. The estimated contract value figure is calculated for a 5-year term.

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

#### **II.2.14) Additional information**

Bidders must have, or be in a position at the contract commencement to have, approved audio-visual service provider status with the City of Edinburgh Council's Usher Hall venue.

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## **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

Bidders must have, or be able to demonstrate that they will have, at the commencement of contract date, approved audio-visual service provider status with the City of Edinburgh's Usher Hall venue.

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

List and brief description of selection criteria

Tenderers will be required to have a minimum “specific” yearly turnover of no less than twice the value of the contract for each of the last 2 years, in the business area covered by the contract. Tenderers will be required to provide 2 years audited accounts or equivalent when requested prior to the confirmation by the

Universities of the successful Tenderer.

Tenderers must meet the minimum standards of liquidity ratios detailed below.

It is a requirement of this contract that the Tenderers will hold, or can commit to obtain prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below.

Minimum level(s) of standards possibly required

For Financial years 2023 and 2024, a minimum current ratio (current assets divided by current liabilities) of no less than 1.5

A minimum acid test or quick ratio (current liquid assets divided by current liabilities) of no less than 1.0

A minimum specific annual turnover of 800,000 GBP.

Public and Product Liability Insurance = 1,000,000 GBP.

Employers' Liability Insurance = 5,000,000 GBP.

Professional Indemnity Insurance = 1,000,000 GBP.

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Bidders must be pre-approved by the Graduations Ceremonies venue as an audio-visual services provider.

Minimum level(s) of standards possibly required

Bidders must be pre-approved by The City of Edinburgh Council's Usher Hall venue as an audio-visual services provider. Contact details for the events staff at The Usher Hall are Richard Eggleton and Linda Alexander. Telephone +44 (0)131 228 1155 or e-mail [customer.enquiries@usherhall.co.uk](mailto:customer.enquiries@usherhall.co.uk)

### **III.2) Conditions related to the contract**

#### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract



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## **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

8 December 2025

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: 3 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

8 December 2025

Local time

1:00pm

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## **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.3) Additional information**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 27848.  
For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see:  
<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Community Benefits are defined in the Procurement Reform (Scotland) Act 2014 as requirements imposed by a contracting authority—

(a) relating to—

(i) training and recruitment, or

(ii) the availability of sub-contracting opportunities, or

(b) which is otherwise intended to improve the economic, social or environmental wellbeing of the authority's area in a way additional to the main purpose of the contract in which the requirement is included.

Tenderers are requested to focus their value add and community benefits offers on undergraduate work placements and / or training.

(SC Ref:797550)

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Edinburgh Sheriff Court and Justice of the Peace Court

Sheriff Court House, 27 Chambers Street

EDINBURGH

EH1 1LB

Email

[edinburgh@scotcourts.gov.uk](mailto:edinburgh@scotcourts.gov.uk)

Telephone

+44 1312252525

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/courts-and-tribunals/courts-tribunals-and-office-locations/find-us/edinburgh-sheriff-court-and-justice-of-the-peace-court/>

### **VI.4.2) Body responsible for mediation procedures**

Edinburgh Sheriff Court and Justice of the Peace Court

Sheriff Court House, 27 Chambers Street

EDINBURGH

EH1 1LB

Email

[edinburgh@scotcourts.gov.uk](mailto:edinburgh@scotcourts.gov.uk)

Telephone

+44 1312252525

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/courts-and-tribunals/courts-tribunals-and-office-locations/find-us/edinburgh-sheriff-court-and-justice-of-the-peace-court/>