

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/071585-2025>

Tender

Secure Production and Distribution of Physical Higher Education Certificates and Electronic Transcripts

Oxford Brookes University

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

Notice identifier: 2025/S 000-071585

Procurement identifier (OCID): ocids-h6vhtk-05dbb9

Published 6 November 2025, 12:05pm

Scope

Description

The University requires a supplier to provide a comprehensive, end-to-end service for the secure production and distribution of physical Higher Education certificates and electronic transcripts.

Key Requirements:

Print and Fulfillment: Securely print and globally mail approximately 8,000 to 14,000 high-security physical certificates annually, complete with necessary security features, a generic letter, and a branded board backed envelope. Bulk post to partner organisations and the possibility of posting batches already in their envelopes with letters and certificates directly to the University. All the above within a 10-working-day SLA.

Online Portal: Provide a secure online portal enabling:

Students: To log in, view, download (PDF), and securely share their electronic transcripts with third parties (e.g., employers) for a minimum of five years.

Staff: To log in, view student lists, and manage/edit student details.

E-Certificate: possibility of adding e-certificates to the contract either at the start or in the future.

Data Security: Strict adherence to UK-GDPR and DPA 2018 for all data storage, handling, and secure processes.

Strategic Alignment: Demonstrated commitment to supporting the University's environmental sustainability goals, social value commitments, and the 2040 Carbon Net Zero target.

Management Information Reporting: Provide detailed monthly Management Information (MI) reports on stock levels, print volumes, costs, dispatch performance, and technical issues.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://www.delta-esourcing.com/tenders/UK-UK-Oxford:-Printing-and-delivery-services./88R779UR8S>

To respond to this opportunity, please click here:

<https://www.delta-esourcing.com/respond/88R779UR8S>

Total value (estimated)

- £480,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 2 February 2026 to 31 January 2029
- Possible extension to 31 January 2031
- 4 years, 11 months, 27 days

Description of possible extension:

Up to 2 years

Main procurement category

Services

CPV classifications

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

Contract locations

- UKJ - South East (England)

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

20 November 2025, 3:00pm

Tender submission deadline

2 December 2025, 12:00pm

Submission address and any special instructions

<https://www.delta-esourcing.com>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

19 December 2025

Award criteria

Name	Description	Type	Weighting
Quality	Quality	Quality	60%
Cost	Price	Cost	40%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Special regime

Concession

Documents

Associated tender documents

[Appendix I_Tender Stage \(1\).docx](#)

Contracting authority

Oxford Brookes University

- Public Procurement Organisation Number: PPGL-1164-DJLT

Headington Campus, Gipsy Lane

Oxford

OX3 0BP

United Kingdom

Contact name: Vicky Badger

Telephone: 01865 647 647566

Email: vbadger@brookes.ac.uk

Region: UKJ14 - Oxfordshire

Organisation type: Public authority - sub-central government