

Graduation and Ceremonial Gowns, Photography and Event Services (PFB5073 LU)

SUMMARY

Start date: 3rd January, 2023

End date: 2nd January, 2025

OJEU Number: 20220713143315-81165

Lead Consortium: LUPC

Main contact: Justin McLoughlin
j.mcloughlin@lupc.ac.uk

Website:
<https://www.hecontracts.co.uk/agreements/1027>

Please contact Justin McLoughlin to discuss your requirements in the first instance.

Your organisation should develop a scope of service with KPIs to ensure the market is fully aware of the requirements.

You may approach the market in a way which suits your requirements. For example, if you only need Gowns (hire or purchase), you could approach only Lot 1. Similarly for photography, you could only approach Lot 2. If you require a full service you can approach ALL Lots or Lot 3. It is strongly advised you approach as many suppliers for your requirement to ensure you drive value for money in your exercise.

Please ensure you provide the suppliers with enough time to complete a tender response. This should be approx. 4 weeks.

Please ensure you are providing a specification and pricing spreadsheet with as much detail as possible for the suppliers to provide a comprehensive response. Your specification should build in enough time for all the elements needed. For example, if you are looking for gown manufacturing please factor this into any timelines.

Some suppliers may only provide a specific service for example Mountain Way provides video services. Please do use market engagement where possible to reach out to suppliers prior to your tendering activity to ensure you are approaching the market in the best way possible. Justin McLoughlin can offer advice and support for this too.

Please refer to Snapshot Report for additional details for this Framework, downloadable via the button to the right →.

SCOPE

The agreement is broken down into three Lots:

LOT	LOT DESCRIPTION
1	Gown Hire, Gown Purchase
2	Photography and Media Services
3	One Stop Shop

AGREEMENT BENEFITS

- Compliant tendering process
- Further value for money driven through the use of mini comp only which will provide savings and benefits that can be achieved for both students and HEI's
- Price Transparency through mini competition
- Management Information and protection of revenue for members
- Ability to apply Institution-specific requirements during the mini-comp stage
- Suppliers evaluated on responsible procurement and social value to ensure that the agreement meets the requirements of the sustainability, equality and diversity policies and standards of both the consortium and members and where needed, helped to achieve standards LUPC would expect of suppliers
- Advice and support for Members on any aspects of tendering and further additional support as needed
- Suppliers have offered Social Value incentives for Members. Please see the separate document located in HEC or contact Justin McLoughlin for further information

USING THE FRAMEWORK

When looking to buy from this Framework, please run a mini-competition against the Suppliers in the relevant Lots. There is no provision for direct award. This is to ensure value for money for Institutions.

You may combine Lots for your mini competition.

The Buyer's Guide contains information on how to run a mini competition.

For your reference, the suppliers, their contact details and their awarded Lots are noted here:

Supplier	Awarded Lots	Agreement Manager	Email Address	Telephone Number
Ede & Ravenscroft	Lots 1 and 2	Will Taylor	will.taylor@edeandravenscroft.com	07467148535
Graduation Attire	Lot 1, Lot 2 & Lot 3	Martin Lewis	martin@graduationattire.co.uk	01234 880956
H Tempest	Lot 1, Lot 2 & Lot 3	Anna Colclough	a.colclough@htempest.co.uk	01736 751529
Mountain Way Pictures	Lot 2	William Webb	Will@mountainwaypictures.com	07908527271
First Sight Media	Lot 2	Paul Starsky	paulstarsky@firstsightmedia.co.uk	03300241080 07557646 284
Marston Events	Lot 1, Lot 2 & Lot 3	John Martin	john.martin@marstonevents.com	01264 339706

SUPPLIERS

Lot	Suppliers
Lot-1 Graduation Gown Hire or Purchase	Ede & Ravenscroft, Graduation Attire, H Tempest, J. Wippell & Co Ltd, Marston Events,
Lot-2 Photography and Media Services	Ede & Ravenscroft Ltd, First Sight Media, Graduation Attire, H Tempest, Marston Events, Mountain Way Pictures,
Lot-3 One Stop Shop	Graduation Attire, H Tempest, Marston Events,

SUSTAINABILITY

All suppliers have been assessed on their commitments to sustainability and social value.

Copies of all questions asked are provided as a download accessible on the relevant tab on HEC.

Please contact [Justin McLoughlin](#) for further information.

NEXT STEPS

When you have decided which Lot or Lots you are wanting to engage with please complete your mini-competition documentation and release this to the Suppliers.

Once your mini competition has been awarded please do share any feedback to Justin McLoughlin to help shape the future of the Framework and ensure suppliers are adhering to the contracts in place. If you would like to share your documentation with Justin, that would also assist in further iterations of this framework - you do not need to do this - it's a nice to have!

Should you need further help, please contact Justin McLoughlin for further information and assistance.