## Appendix A: Specification of Requirements

**Briefing Document and/or Specification**

The University of Derby is seeking the supply of haberdashery items. The winning bidder will be required to supply the relevant information as per the attached Appendix D to allow for a local catalogue to be placed on our Oracle Cloud Finance system. The contract will run for a minimum of 2 years with the possibility of an extension for 2 years.

Below is an example of the typical items we will purchase most frequently throughout the course of the contract. This list is not exhaustive and is to be used to allow for pricing evaluation. Suppliers must confirm they can supply the below items as a minimum.

**Fabrics & Textiles**

* Cotton
* Silk
* Thread
* Hessian
* Yarm
* Curtains
* Rugs
* Blankets

**Accessories**

* Eyelet kit
* Sewing/linker needles
* Scissors
* Decorations
* Adhesives
* Embroidery frames
* Soda ash
* Shoelaces
* Beads (wooden/plastic)
* Elastic
* Sewing Kits (travel)
* Velcro

**Equipment**

* Sewing machines
* Overlock machines
* Knitting machines