**APPENDIX 3**

**DETAILED SPECIFICATION**

**Timeline:-**

* Friday 27th May 2022 - Tender applications to be returned to the University
* Friday 27th May 2022 – Shortlist of Tenderers to be notified
* Monday 30th May 2022 – Selected suppliers to be invited into the University for a presentation and discussion with Heads of Area and students
* Monday 6th June 2022 – Successful Tenderer will be notified of contract award.

**General details:-**

* There is a need by various departments for University of Chichester branded/ customised clothing for both staff and students as promotional items and as memento’s of shows they take part in.
* Successful supplier must be able to provide an online store/ portal/ page which can provide direct access for students allowing them to select items and make payment
* Successful supplier must be able to commit to a reasonable turnaround for delivery of online ordered kit
* Expectation of the tender is that “best price” will be allocated to all customised clothing purchased by the students to reflect the tender price in general
* Orders must be individually bagged and named by the supplier for distribution
* There must be a clear policy on dealing with errors in clothing sizing

**Clothing specification:-**

* Clothing options and colour variants will be determined by course leader and agreed with the supplier
* Tender should include ability to have the University Logo embroidered on the clothing item in a location agreed between course leader and supplier
* Tender should include for additional (embroidered or badged) name of show/ course in position as agreed between course leader and supplier



**CORE KIT REQUIREMENTS:**

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| --- |
| **Department customised clothing:** |
|  |
| **Core Items** |
| Hooded Sweatshirt |
| Polo Shirt |
| T-Shirt |
| Sweatshirt Jumper |
| Track Suit bottoms |
|  |
| **Additional options if available** |
| Onesie |
| Leggings |
| Jersey Shorts |

**Student Numbers for Courses who may use branded/ customised clothing**

|  |  |
| --- | --- |
| **Course Title** | **Number of Students Enrolled** |
| Advanced Music | 11 |
| Acting | 229 |
| Arts Development | 16 |
| Audio Production & Music Technology | 32 |
| Charity Development | 6 |
| Commercial Music (Accelerated) | 85 |
| Dance | 111 |
| Digital Film Production | 50 |
| Drama & Theatre | 24 |
| Event Management | 26 |
| Film & Television Studies | 1 |
| Fine Art | 55 |
| Make Up, Special Effects & Hair | 4 |
| Music | 192 |
| Music Performance | 49 |
| Musical Theatre | 605 |
| Screen Acting & Creative Technologies | 37 |
| Screenwriting | 37 |
| Song writing & Cabaret | 3 |
| Theatre | 92 |
| Instrumental Teaching | 3 |
| Jazz Performance | 16 |
| Music Performance | 22 |
| Orchestral Performance | 2 |
| Vocal Performance | 36 |
| Dance Science | 12 |
| MA: Choreography | 4 |
| MA: Creative Industries | 1 |
| MA: Dance | 16 |
| MA: Fine Art | 8 |
| MA: Music Performance | 23 |
| MA: Dance & Theatre | 42 |
| MA: Screen Acting | 32 |
| MA: Song Writing & Music Production | 18 |
| Mfa: Professional Composition | 66 |
| **TOTAL** | **1,966** |