

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/018247-2025>

Contract

Scottish Co-Sec Services

BORDER TO COAST PENSIONS PARTNERSHIP LIMITED

UK7: Contract details notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-018247

Procurement identifier (OCID): ocds-h6vhtk-050aed

Published 1 May 2025, 9:18am

Scope

Reference

CON0549

Description

Provision of 'routine' company secretarial services for the Client's Scottish limited companies and limited partnerships on an annual, recurring basis:

- Preparing and filing the confirmation statement

- Electronic filing of statutory forms at Companies House

- Maintaining the statutory registers in electronic format and making them available for statutory inspection

- Informing the Registrar of Companies of the location of the register of members

Maintaining the hard copy statutory records (minute books etc)

Preparing documentation to effect changes to directors'/secretaries' particulars

Monitoring Companies House filings to help combat corporate identity fraud

Providing facilities to allow the auditors to inspect and copy the statutory records and registers

Verifying the statutory register details reported in the annual accounts

Filing the annual accounts

Providing reminders of deadlines for filing confirmation statements and accounts

Contract 1. Letter of Appointment with Addleshaw Goddard LLP for Scottish Co-Sec Services.

Supplier

- [ADDLESHAW GODDARD LLP](#)

Contract value

- £34,260 including VAT

Below the relevant threshold

Date signed

23 April 2025

Contract dates

- 24 April 2025 to 22 April 2028
- 2 years, 11 months, 29 days

Main procurement category

Services

CPV classifications

- 79100000 - Legal services

Contract locations

- UK - United Kingdom

Procedure

Procedure type

Below threshold - unknown

Supplier

ADDLESHAW GODDARD LLP

- Companies House: OC318149
- Public Procurement Organisation Number: PRWH-7564-XRYD

Milton Gate

London

EC1Y 4AG

United Kingdom

Email: bdtenders@addleshawgoddard.com

Website: <http://www.addleshawgoddard.com/>

Region: UKI31 - Camden and City of London

Small or medium-sized enterprise (SME): No

Voluntary, community or social enterprise (VCSE): No

Contract 1. Letter of Appointment with Addleshaw Goddard LLP for Scottish Co-Sec Services.

Contracting authority

BORDER TO COAST PENSIONS PARTNERSHIP LIMITED

- Companies House: 10795539
- Public Procurement Organisation Number: PZTH-6472-NGDG

5th Floor Toronto Square

Leeds

LS1 2HJ

United Kingdom

Email: procurement@bordertocoast.org.uk

Region: UKE42 - Leeds

Organisation type: Public authority - sub-central government