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Planning

## **Procurement for Annual Report & Accounts Design**

Border to Coast Pensions Partnership Limited

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-026744

Procurement identifier (OCID): ocids-h6vhtk-0492c3

Published 21 August 2024, 4:39pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Border to Coast Pensions Partnership Limited

5th Floor, Toronto Square, Toronto Street

Leeds

LS1 2HJ

#### **Contact**

Border to Coast Procurement Team

#### **Email**

[procurement@bordertocoast.org.uk](mailto:procurement@bordertocoast.org.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.bordertocoast.org.uk/>

Buyer's address

<https://www.bordertocoast.org.uk/>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

Other activity

Pensions Investment

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Procurement for Annual Report & Accounts Design

Reference number

DN735591

#### **II.1.2) Main CPV code**

- 79415200 - Design consultancy services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

As part of its reporting requirements, Border to Coast currently produces three formal reports – the Annual Report & Accounts (ARA), the Responsible Investment & Stewardship (“RIS”) Report, and the Task Force on Climate-Related Financial Disclosures (“TCFD”)/Climate Change Report.

As well as meeting mandatory legal requirements, these reports are essential publications used to provide our key audiences – our Partner Funds, colleagues, suppliers, and future employees – with an update on who we are, the progress we have made, and our priorities for the future.

We are looking for support for the continuing evolution of the structure and layout, design, production and presentation of all three of our three formal reports to align with industry best practice. This includes:

- Project management – from concepts to completion
- Content and creative concepts, including support on structure and layout
- Design development
- Typesetting
- Proofing

- Infographic design
- Artworking / image retouching
- Interactive PDF to be published on the Border to Coast website, and/or alternative format/s for publishing the reports digitally.

The written content will initially be produced by Border to Coast although the chosen supplier will liaise with us to ensure copy and design work effectively together. Border to Coast will retain the intellectual rights of the reports.

The procurement process will be managed via ProContract, bidders will need to put forward an Expression of Interest - <https://procontract.due-north.com/Register> to access the tender documents.

#### **II.1.5) Estimated total value**

Value excluding VAT: £360,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

#### **II.2.4) Description of the procurement**

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#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

This contract is subject to renewal

Yes

Description of renewals

Initial contract term of 3 years with the option of 2 x 12 month extensions.

#### **II.3) Estimated date of publication of contract notice**

4 September 2024

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### **Section IV. Procedure**

#### **IV.1) Description**

##### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

