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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): ocds-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

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

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

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