

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/034758-2025>

Contract

## **Procurement Recommendation to Award Document Reporting, News, and Education Services**

THE PIRBRIGHT INSTITUTE

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

Notice identifier: 2025/S 000-034758

Procurement identifier (OCID): ocds-h6vhtk-0552a8

Published 24 June 2025, 2:21pm

### **Scope**

### **Reference**

PROC-DILIGENT 001

### **Description**

Reporting, News, and Education Service" Diligent service Agendas, minutes, and supporting documents for meetings are shared through secure platform due to the sensitive nature of the content. Additionally, a secure file storage system is required for documents that need to be accessed regularly by Trustee Directors and SAB members, such as Terms of Reference and Policies, since they do not have access to the standard Pirbright systems.

---

## **Contract 1. Procurement Recommendation to Award Document Reporting, News, and Education Services**

### **Supplier**

- Diligent Boardbooks Limited

### **Contract value**

- £39,000 excluding VAT
- £47,000 including VAT

Below the relevant threshold

### **Date signed**

24 June 2025

### **Contract dates**

- 1 July 2025 to 30 June 2026
- 1 year

### **Main procurement category**

Services

## CPV classifications

- 80000000 - Education and training services

## Contract locations

- UKJ25 - West Surrey

---

## Procedure

### Procedure type

Below threshold - without competition

---

## Supplier

### Diligent Boardbooks Limited

1 Strand Grand Buildings

London

WC2N 5HR

United Kingdom

Email: [rlock@diligent.com](mailto:rlock@diligent.com)

Region: UKI32 - Westminster

Small or medium-sized enterprise (SME): Yes

Voluntary, community or social enterprise (VCSE): No

Contract 1. Procurement Recommendation to Award Document Reporting, News, and Education Services

---

## Contracting authority

### THE PIRBRIGHT INSTITUTE

- Companies House: 00559784
- Public Procurement Organisation Number: PDZM-9963-XHWG

Pirbright Laboratory Ash Road

Woking

GU24 0NF

United Kingdom

Email: [Procurement.department@pirbright.ac.uk](mailto:Procurement.department@pirbright.ac.uk)

Region: UKJ25 - West Surrey

Organisation type: Public authority - sub-central government