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Tender

BBC Annual Report Design

BBC (British Broadcasting Corporation)

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-060567

Procurement identifier (OCID): ocds-h6vhtk-05a42e

Published 29 September 2025, 3:09pm

Scope

Reference

PROC 2025 82 KW Design of Annual Report and Accountd

Description

This requirement consists of 2 Lots:

Lot 1 is for the Production and Design of the BBC Annual Report and Accounts along with the BBC Equality Information Report and Lot 2 is for the Production and Design of the BBC Commissioning Report

The BBC is tendering for the services of a supplier to design and produce its Corporate Annual Report and Accounts (ARA) and Full Financial Statements. We would also require the successful Tenderer to also produce the BBC Equality Information Report. The two reports, with the Annual Report as the main document, will look as though they form a suite of documents. As set out above, the BBC may consider publishing as separate reports, one or two sections currently within the Annual Report.

The Commissioning Report is an annual report which details the BBC's commissioning

and sector development activity across the year in TV and Radio. It is aimed primarily at producers and partners rather than members of the public. It is a data driven report which covers how we have met our Ofcom regulatory commitments, how we are meeting our strategic commitments around diversity, sustainability and production/commissioning across the UK, and our training initiatives and placements. The report is published around the same time as the BBC Annual Report and supporting documents. It is online only, and no print version is required.

Total value (estimated)

- £1,075,000 excluding VAT
- £1,290,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 15 December 2025 to 14 December 2027
- Possible extension to 14 December 2030
- 5 years

Description of possible extension:

There will be an initial term of 2 years, with three (3) possible further extensions of 12 months on each occasion

Main procurement category

Services

Contract locations

- UK - United Kingdom

Not the same for all lots

CPV classifications are shown in Lot sections, because they are not the same for all lots.

Lot Lot 1. Production and Design of BBC Annual Report and EIR Report

Description

The BBC is tendering for the services of a supplier to design and produce its Corporate Annual Report and Accounts (ARA) and Full Financial Statements. We would also require the successful Tenderer to also produce the BBC Equality Information Report. The two reports, with the Annual Report as the main document, will look as though they form a suite of documents. As set out above, the BBC may consider publishing as separate reports, one or two sections currently within the Annual Report.

The EIR report contains detailed information about our staff and freelancers across a range of different

Characteristics and broken down by a range of categories. This includes performance against our 50:20:12:25

staff diversity goals.

Lot value (estimated)

- £915,000 excluding VAT

- £1,098,000 including VAT

CPV classifications

- 79822500 - Graphic design services
- 79811000 - Digital printing services

Same for all lots

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Production and Design of BBC Commissioning Report

Description

The Commissioning Report is an annual report which details the BBC's commissioning and sector development activity across the year in TV and Radio. It is aimed primarily at producers and partners rather than members of the public. It is a data driven report which covers how we have met our Ofcom regulatory commitments, how we are meeting our strategic commitments around diversity, sustainability and production/commissioning across the UK, and our training initiatives and placements.

The report is published around the same time as the BBC Annual Report and supporting documents. It is online only, and no print version is required.

The report has a heavy reliance on bold BBC programme imagery, contains a large amount of text and employs graphic elements such as tables, graphs and large numbers. There is space for editorialised text and case studies.

Content for the report including all text, data for infographics and programme issues are created and supplied by the Content Commissioning Supply team with feed-in from stakeholders across the BBC. They decide the chapter and page structure for the report.

Lot value (estimated)

- £160,000 excluding VAT
- £192,000 including VAT

CPV classifications

- 79811000 - Digital printing services

Same for all lots

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Submission

Enquiry deadline

17 October 2025, 5:00pm

Submission type

Tenders

Tender submission deadline

24 October 2025, 2:00pm

Submission address and any special instructions

<http://www.bbc.co.uk/supplying/>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

17 November 2025

Award criteria

Name	Type	Weighting
Merit	Quality	60%
Whole Life Cost	Cost	40%

Other information

Description of risks to contract performance

A preliminary market engagement notice was not published as information was discussed with the incumbent.

Applicable trade agreements

- Government Procurement Agreement (GPA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

- Initial submission of tenders
- BAFO stage
- Contract award

Contracting authority

BBC (British Broadcasting Corporation)

- Public Procurement Organisation Number: PJRB-3233-GTQL

Broadcasting House, Portland Place

London

W1A 1AA

United Kingdom

Contact name: Kevin Waters

Email: kevin.waters@bbc.co.uk

Website: <http://www.bbc.co.uk/supplying/>

Region: UKI32 - Westminster

Organisation type: Public authority - sub-central government