

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/062038-2025>

Contract

PS25037 - Appointment of Administrators for Innovate UK Loans

UKRI

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

Notice identifier: 2025/S 000-062038

Procurement identifier (OCID): ocds-h6vhtk-04eb4b ([view related notices](#))

Published 3 October 2025, 10:52am

Scope

Reference

PS25037

Description

The final date and time for the submission of bids is Thursday 22nd May 2025 at 11:00 hrs

DO NOT apply directly to the buyer.

All tender information MUST be submitted through the Jaggaer eSourcing Portal.

Brief Description of Requirement

At present the IUKL loan portfolio consists of around 260 businesses with an overall exposure of £219m. Due to the early-stage nature of the businesses in the portfolio the expectation is that a considerable number will not be successful in achieving their

objectives and will ultimately be unable to repay their innovation loan as planned. If a company is in debt and cannot pay the money that it owes it will typically be placed into administration. To facilitate this process there will be an appointment of an administrator either by the directors, a creditor or the court to fulfil the administration process.

To date there have been 41 businesses in the IUKL portfolio that have entered administration, however in all but one of these cases the administrator has been appointed by the company themselves when they have filed for administration. The exception to this was for a potential fraudulent case and the administrators were appointed from the previous panel that IUKL had. Whilst there is currently the provision for IUKL to appoint an administrator under the terms of the debenture noted above, there is not the necessary process in place for an administrator to be appointed directly by IUKL. Therefore, the current issue is logistical rather than not having the necessary rights.

This procurement is to address the requirement in some case for IUKL to appoint an administrator and to have an existing contract in place which can be utilised when required. The administrator should be licensed insolvency practitioners based within the UK.

Please ensure you review all attached information to ensure a full understanding of this requirement. All attachments can be found with the Supplier Attachments tab within the Jaggaer eSourcing Portal.

This contract will be awarded based on the evaluation criteria as set out in the RFP document.

How to Apply

UK Shared Business Services Ltd (UKSBS) will be using the Jaggaer eSourcing Portal for this procurement.

To register on the Jaggaer eSourcing portal please use the link <https://beisgroup.ukp.app.jaggaer.com/> and follow the instructions to register as a supplier.

If you are already registered on the Jaggaer eSourcing Portal and wish to participate in this procurement, please use the link: <https://beisgroup.ukp.app.jaggaer.com/>.

Once you are logged into the system you will be able to locate the Procurement you wish to leave a bid on by clicking the ITTs Open to All Suppliers and searching for the reference number PS25037 and Jaggaer ITT reference number 2064.

Contract 1. PS25037 - Appointment of Administrators for Innovate UK Loans

Supplier

- Menzies LLP

Contract value

- £200,000 excluding VAT
- £240,000 including VAT

Above the relevant threshold

Date signed

4 September 2025

Contract dates

- 4 September 2025 to 31 August 2027
- Possible extension to 31 August 2028
- 2 years, 11 months, 27 days

Description of possible extension:

This Contract has the option to extend for a further 1 Year

Main procurement category

Services

CPV classifications

- 79100000 - Legal services

Contract locations

- UK - United Kingdom

Justification for not setting key performance indicators

Not Applicable

Other information

Applicable trade agreements

- Government Procurement Agreement (GPA)

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Supplier

Menzies LLP

- Companies House: OC336077

4th Floor, 95 Gresham Street

London

EC2V 7AB

United Kingdom

Email: accounts@menzies.co.uk

Region: UKI31 - Camden and City of London

Small or medium-sized enterprise (SME): No

Voluntary, community or social enterprise (VCSE): No

Supported employment provider: No

Public service mutual: No

Contract 1. PS25037 - Appointment of Administrators for Innovate UK Loans

Contracting authority

UKRI

- Public Procurement Organisation Number: PDQJ-7126-JDHG

Polaris House

Swindon

SN2 1FL

United Kingdom

Email: Commercial@ukri.org

Region: UKK14 - Swindon

Organisation type: Public authority - sub-central government

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

UK Shared Business Services Ltd

Summary of their role in this procurement: Shared Service Provider

- Public Procurement Organisation Number: PMPN-7535-GNTG

Polaris House, North Star Avenue

Swindon

SN2 1FF

United Kingdom

Contact name: Professional Services

Email: Professionalservices@uksbs.co.uk

Region: UKK14 - Swindon

Contact organisation

Contact UK Shared Business Services Ltd for any enquiries.