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Tender

Design and Print Services for Healthcare Quality Improvement (HQIP)

Healthcare Quality Improvement Partnership

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

Notice identifier: 2025/S 000-078609

Procurement identifier (OCID): ocds-h6vhtk-05ec3d

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Scope

Description

Lot 1 - The NJR Annual Report

The NJR Annual Report is a formal NHS England report that presents a statistical analysis of the performance of procedures collected over the preceding 12 months alongside analysis of data over the life of the registry to enable understanding of long-term performance. The report has been produced annually for the past 22 years.

As the report is a statistical presentation of the analyses of data, it consists mainly of tables and graphical figures, illustrating outcome performance, with accompanying explanatory text.

We are asking bidders of design and layout services that have the capability to prepare a report of this complexity to tender to deliver the services, for the next three years, with the aspirational potential to extend the contract for a further two years.

There are also some other associated documents - separate report appendices and

hospital reports - as well as a Welsh translation of key report parts; for these we would discuss annually with the supplier what is included in the work.

Aims and objectives of the services to be contracted

The NJR seeks to commission an agency to design and produce the NJR Annual Report and report-associated supplementary documents. This is an annual project involving the layout range of documents which are listed below. There is also a link to a live website below, where the supplier can see the NJR Annual Report 2025, to view the most recently produced versions of all documents.

The total contract value for Lot 1 is £80,000.00 excluding VAT for the duration of three years with potential to extend the contract for up to two additional years at a value of up to £26,500.00 per year.

The aspirational intent including the core 3 year value, extension value and all other aspirational intent as defined in the specification of this ITT has a potential ceiling value of up to £177,265.00

Lot 2 - HQIP Annual Report and other Ad hoc design services

Aims and objectives of the services to be contracted

This lot covers two elements:

1.Design of the HQIP Annual Report

2.Ad hoc design services

The HQIP Annual Report is an annual requirement.

Ad hoc design services will only be called upon when required. The requirement will be for design agency mid-range skill capacity to support the creation of a wide range of visual materials used operationally and to promote messaging in the health sector.

The volume of ad hoc work will be dependent on workstreams year-to-year and on the availability of internal resource working on a range of similar activities.

1.Design and layout of the HQIP Annual Report

Detail:

In accordance with an agreed timetable discussed and agreed between HQIP and the successful bidder, the HQIP Annual Report will be laid out to incorporate the trustees'

report and statutory accounts of the charitable company, as required under Company and Charity Law. Typically the work takes place between September and November and the HQIP Annual Report is around 45 pages.

2. Ad hoc design services

Detail:

Design of promotional and operational materials will be on an ad hoc basis. Some materials are produced in-house and some by bidders dependant on the availability of resources.

The following list of typical collateral represents example work only and is not exhaustive of the type of design work that may be requested.

Typical collateral

Where applicable, links below are to previous versions of these documents.

- Layout of Minimum Data Set (MDS) forms Data collection forms - MDSv8 - The National Joint Registry
- Patient Information Leaflet PIL-english-for-web.pdf
- Poster for hospitals (link) NJR-Patient-Consent-Poster.pdf
- Design and print of factsheet leaflets
- Design and print of pull up banners for display at an event stand

The total contract value for Lot 2 is £37,500.00 excluding VAT for the duration of three years with potential to extend the contract for up to two additional years at a value of up to £12,500.00 per year.

The aspirational intent including the core 3 year value, extension value and all other aspirational intent as defined in the specification of this ITT has a potential ceiling value of up to £137,500.00

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=997159664>

Total value (estimated)

- £117,500 excluding VAT
- £141,000 including VAT

Above the relevant threshold

Main procurement category

Services

CPV classifications

- 79415200 - Design consultancy services
- 79822500 - Graphic design services
- 79823000 - Printing and delivery services

Not the same for all lots

Contract dates are shown in Lot sections, because they are not the same for all lots.

Lot Lot 1. NJR Annual Report

Description

The NJR Annual Report is a formal NHS England report that presents a statistical analysis of the performance of procedures collected over the preceding 12 months

alongside analysis of data over the life of the registry to enable understanding of long-term performance. The report has been produced annually for the past 22 years.

As the report is a statistical presentation of the analyses of data, it consists mainly of tables and graphical figures, illustrating outcome performance, with accompanying explanatory text.

We are asking bidders of design and layout services that have the capability to prepare a report of this complexity to tender to deliver the services, for the next three years, with the aspirational potential to extend the contract for a further two years.

There are also some other associated documents - separate report appendices and hospital reports - as well as a Welsh translation of key report parts; for these we would discuss annually with the supplier what is included in the work.

The total contract value for Lot 1 is £80,000.00 excluding VAT for the duration of three years with potential to extend the contract for up to two additional years at a value of up to £26,500.00 per year.

The aspirational intent including the core 3 year value, extension value and all other aspirational intent as defined in the specification of this ITT has a potential ceiling value of up to £177,265.00

Lot value (estimated)

- £80,000 excluding VAT
- £96,000 including VAT

Contract dates (estimated)

- 1 June 2026 to 31 May 2029
- Possible extension to 31 May 2031
- 5 years

Description of possible extension:

Potential total of 24- months extension (in the form of x 2 12 month increments) to the contracts for a maximum term of five years

Same for all lots

CPV classifications are shown in the Scope section, because they are the same for all lots.

Lot 2. HQIP Annual Report and other ad hoc design services

Description

1.Design and layout of the HQIP Annual Report

Detail:

In accordance with an agreed timetable discussed and agreed between HQIP and the successful bidder, the HQIP Annual Report will be laid out to incorporate the trustees' report and statutory accounts of the charitable company, as required under Company and Charity Law. Typically the work takes place between September and November and the HQIP Annual Report is around 45 pages.

2.Ad hoc design services

Detail:

Design of promotional and operational materials will be on an ad hoc basis. Some materials are produced in-house and some by bidders dependant on the availability of resources.

The following list of typical collateral represents example work only and is not exhaustive of the type of design work that may be requested.

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- Design and print of factsheet leaflets
- Design and print of pull up banners for display at an event stand

Spend value is estimated. the spend varies from year to year depending on activity. The estimated spend is £10,000, this is based on the last 3 years activity from HQIP and the NJR teams, this is in no way a guaranteed figure.

The final contract will have a range of values for examples £0 - £10,000 per year.

The total contract value for Lot 2 is £37,500.00 excluding VAT for the duration of three years with potential to extend the contract for up to two additional years at a value of up to £12,500.00 per year.

The aspirational intent including the core 3 year value, extension value and all other aspirational intent as defined in the specification of this ITT has a potential ceiling value of up to £137,500.00

Lot value (estimated)

- £37,500 excluding VAT
- £45,000 including VAT

Contract dates (estimated)

- 1 June 2026 to 31 May 2029
- Possible extension to 31 May 2031
- 5 years

Description of possible extension:

Potential total of 24- months extension (in the form of x 2 12 month increments)

Same for all lots

CPV classifications are shown in the Scope section, because they are the same for all lots.

Participation

Legal and financial capacity conditions of participation

Lot Lot 1. NJR Annual Report

N/A

Particular suitability

Lot Lot 1. NJR Annual Report

Lot 2. HQIP Annual Report and other ad hoc design services

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

Submission

Enquiry deadline

17 December 2025, 2:00pm

Submission type

Tenders

Tender submission deadline

5 January 2026, 5:00pm

Submission address and any special instructions

Lot 1 - <https://www.delta-sourcing.com/delta/buyers/select/viewListStatus.html?id=988822022>

Lot 2 - <https://www.delta-sourcing.com/delta/buyers/select/viewListStatus.html?id=997107867>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

26 January 2026

Award criteria

Lot Lot 1. NJR Annual Report

Name	Description	Type	Weighting
Criterion 1	See PSQ Instructions	Quality	30%
Criterion 2	See PSQ Instructions	Quality	20%
Criterion 3	See PSQ Instructions	Quality	15%
Criterion 4	See PSQ Instructions	Quality	15%
Criterion 5	See PSQ Instructions	Quality	10%
Criterion 6	See PSQ Instructions	Quality	10%

Lot 2. HQIP Annual Report and other ad hoc design services

Name	Description	Type	Weighting
Criterion 1	See PSQ Instructions	Quality	35%
Criterion 2	See PSQ Instructions	Quality	25%
Criterion 3	See PSQ Instructions	Quality	20%
Criterion 4	See PSQ Instructions	Quality	10%
Criterion 5	See PSQ Instructions	Quality	10%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Competitive flexible procedure description

This procurement will be a two (2) stage process.

Stage 1

The Procurement Selection Questionnaire will be utilised and used to shortlist a maximum of 7 bidders for each Lot to stage 2 of the tender.

For both Lots there are questions at Part 3 of the PSQ which will be scored, the criteria is set out within the PSQ.

Stage 2

The shortlisted bidders for both will be invited to participate in the invitation to tender. The highest scoring bidder for each Lot will be awarded the contract.

Contracting authority

Healthcare Quality Improvement Partnership

- Public Procurement Organisation Number: PVVQ-6113-CJWD

128 City Road

London

EC1V 2NX

United Kingdom

Contact name: Judith Hughes

Email: procurement@hqip.org.uk

Region: UKI43 - Haringey and Islington

Organisation type: Public authority - sub-central government