

## Freedom of Information Request

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**Reference Number:** [EPUT.FOI.20.1496](#)  
**Date Received:** [19 March 2020](#)

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### Information Requested:

I am interested in gaining the following information regarding the Trust Procurement of pre-printed stationery that is NOT produced within the Trust.

1. What is the annual spend on printed stationery for the organization?  
[£22,132](#)
  2. Under which OJEU/Framework contract reference is the trust currently operating under for stock and ad-hoc printing services and what is the value of each contract?  
[The spend is at a sub-OJEU level and therefore the Trust is using a framework agreement that was let by Southend Hospital](#)
  3. When was the contract awarded, and for what period of time?  
[The contract was awarded in 2014 and expired in 2019. The requirement is scheduled to be tendered in 2020](#)
  4. Is stock held by a 3<sup>rd</sup> party? If yes, what value of stock is being held by the 3<sup>rd</sup> party supplier?  
[The Trust work on the basis that they hold about 8 weeks supply so this equates to £3,400](#)
  5. Who is the current contracted supplier?  
[Office Depot](#)
  6. For further conversation, who is the main contact within the trust to discuss ongoing print contracts?  
[Head of Procurement](#)
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### Publication Scheme:

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a guide to the information that is held by the organisation. EPUT's Publication Scheme is located on its Website at the following link <https://eput.nhs.uk>