Freedom of Information Request

Reference Number: EPUT.FOI.20.1496
Date Received: 19 March 2020

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 3rd party? If yes, what value of stock is being held by the 3rd 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

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