

Ref. No: 0870
Date: 18/04/24
Subject: Office Supplies (Spend)

REQUEST

Please can you respond to the following request for information. The details I require are spend on office supplies and associated products for the below financial years:

- 1st April 2022 – 31st March 2023
- 1st April 2023 – 31st March 2024

1. Start date & duration of contract?
2. Is there an extension clause in the contract and, if so, the duration of the extension?
3. Has a decision been made yet on whether the contract is to be either extended or renewed?
4. Who is the senior officer (outside of procurement) responsible for the contract?
5. Name of incumbent supplier?
6. How long have you traded with them?
7. If you publish your register of contracts and purchasing, can you please provide a website link.
8. In addition, can you confirm if you have a contract in place for Tail End Spend.

RESPONSE

St Helens and Knowsley Teaching Hospitals NHS Trust and Southport and Ormskirk Hospital NHS Trust became a single legal entity known as Mersey and West Lancashire Teaching Hospitals NHS Trust on 1st July 2023, as such parts of the response may be provided in two sections relating to the hospital sites of each of the legacy organisations.

1. Start date & duration of contract?

The vast majority of our desktop stationery is purchased from NHS Supply Chain from their catalogue so not on a contract. Ink and toner is not purchased directly, as in the main is provided as part of a managed service for printers. Other items are purchased on an ad hoc basis.

2. Is there an extension clause in the contract and, if so, the duration of the extension?

Please see response to question one.

3. Has a decision been made yet on whether the contract is to be either extended or renewed?

Please see response to question one.

4. Who is the senior officer (outside of procurement) responsible for the contract?

There is nobody with overall responsibility for office supplies outside of Procurement. To contact Procurement, please contact: purchasing@sthk.nhs.uk.

5. Name of incumbent supplier?

NHS Supply Chain

6. How long have you traded with them?

Since 2006

7. If you publish your register of contracts and purchasing, can you please provide a website link.

Please refer to FOI0613.

8. In addition, can you confirm if you have a contract in place for Tail End Spend.

The Trust does not have a contract in place for tail end spend.