



East London
NHS Foundation Trust
Information Governance
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14 June 2024

Our reference: FOI DA5341

I am responding to your request for information received 18 April 2024 and clarified on 24 April. I am sorry for the delay in responding to your request. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Information Rights Coordinator

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision.

If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113
Web: www.ico.org.uk

Please note that the data supplied is not allowed to be re-used and/or published without the explicit consent of East London NHS Foundation Trust. Please contact the signatory to request permission if this is your intention



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Chief Executive Officer: Lorraine Sunduza
Chair: Eileen Taylor

Request:

Question 1: Spend on Office supplies and associated products for the below financial years.

1st April 2022 – 31st March 2023

1st April 2023 – 31st March 2024

Clarification: to clarify I would like information on your spend on Office Supplies, Stationery, Paper, Ink and Toner, etc

Ideally all spend that is identified under the following CPV Code. 30000000 – Office and computing machinery, equipment and supplies except furniture and software packages I had added a description below.

Office and computing machinery, equipment and supplies except furniture and software packages code description The category “Office and computing machinery, equipment and supplies except furniture and software packages” encompasses a wide range of products and items that are essential for office operations and computing needs. It includes office machinery, equipment, and supplies, excluding computers, printers, and furniture. This category covers items such as photocopiers, scanners, shredders, paper, stationery, writing instruments, and other office essentials. Additionally, it includes computer equipment and supplies, such as monitors, keyboards, mice, cables, and other peripherals Tail-end spend refers to ad hoc spending and uncategorized supplier purchases that are low in volume, frequency or value. It is also defined as the 20% of non-core transactions that are left unmanaged. Tail-end spend usually accumulates through low-value transactions companies engage in with their suppliers, though they do not occur frequently. The most common definition for tail-end spend is the 80/20 rule, where tail-end spend is typically defined as 80% of the company’s transactions that only account for around 20% of the actual total company spend.

Answer: Please see table below:

Computer Machinery - Monitors Keyboards & Associated Peripherals		
Financial Year	2022/23	2023/24
Total Revenue & Capital Spend*	£1,451,971.55	£1,576,197.57

*Please note, the figures do not include expenditure under £10k.

Question 2: Start date & duration of contract?

Answer: Please see table below:

Supplier	Contract start date	Contract duration
Clares Office Supplies Ltd	01/09/2022.	Two years.
Business Supplies Group Ltd	01/09/2022.	Three years.
CDW Ltd	02/01/2024.	Two years.
Apogee Corporation Ltd.	01/12/2019.	Five years.
Comcen Computer Supplies Ltd.	01/04/2023.	One year.
Welltex.	01/05/2021.	Three years and four months.

Question 3: Is there an extension clause in the contract and, if so, the duration of the extension?



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Answer: Please see table below:

Supplier	Extension Clause	Extension duration
Clares Office Supplies Ltd	Yes.	Two-year duration that auto extends every twelve months.
Business Supplies Group Ltd	Yes.	No decision on extension has yet been made but can extend for a further two years.
CDW Ltd	Yes.	Twelve months.
Apogee Corporation Ltd.	Yes.	Twenty-four months.
Comcen Computer Supplies Ltd.	Yes.	Twelve months.
Welltex.	None.	N/A.

Question 4: Has a decision been made yet on whether the contract is to be either extended or renewed?

Answer: Please see table below:

Supplier	Extension granted or renewed?
Clares Office Supplies Ltd	The Trust plans to continue with the supplier.
Business Supplies Group Ltd	Extension not yet granted.
CDW Ltd	Not yet decided.
Apogee Corporation Ltd.	Extended.
Comcen Computer Supplies Ltd.	Extension not granted.
Welltex.	Extension renewed.

Question 5: Who is the senior officer (outside of procurement) responsible for the contract?

Answer: Kevin Curnow. Chief Finance Officer.

Question 6: Name of Incumbent Supplier?

Answer: The current suppliers are:

- Clares Office Supplies Ltd.
- Business Supplies Group Ltd.
- CDW Ltd.
- Apogee Corporation Ltd.
- Comcen Computer Supplies Ltd.
- Welltex.

Question 7: How long have you traded with them?

Answer: Please see table below:

Supplier	Trading period
Clares Office Supplies Ltd	Since 1 June 2015.
Business Supplies Group Ltd	Since 1 June 2015.
CDW Ltd	Five years.
Apogee Corporation Ltd.	Five years.
Comcen Computer Supplies Ltd.	Two years.
Welltex.	Seven years.



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Question 8: If you publish your register of contracts and purchasing, can you please provide a website link.

Answer: Not applicable.

Question 9: In addition, can you confirm if you have a contract in place for Tail End Spend.

Answer: The Trust does not have a contract in place for Tail End Spend.



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