

FOI037/2024 Response

Clarification:

- Requester would like information on your spend on Office Supplies, Paper, Ink and Toner, etc
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
- Requester would like to see contracted supply, plus non contracted spend. To split the data into 2 categories Contracted and Non Contracted.

The details I require are:

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

Row Labels	2223 YTD Actuals	2324 YTD Actuals
OFFICE EQUIPMENT & MATERIALS :	31,639.70	42,041.16
STATIONERY	359,808.72	370,447.95
Grand Total	391,448.42	412,489.11

2. Start date & duration of Contract?

1/7/2023 and duration 12 months

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

Yes – 12 months

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

No

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

Richard Sollars

6. Name of Incumbent Supplier?

Lyreco

7. How long have you traded with them?

21 Years

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

N/A

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

No tail end spend.