



Freedom of Information Team  
De La Court House  
Queen Alexandra Hospital  
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Hampshire  
PO6 3LY

Date: 21/12/2021

Ref: 21-22 458

### **Freedom of Information request**

Thank you for your request for information under the Freedom of Information Act 2000, which was received by the Trust on 09/12/2021. Please see responses to your requests below.

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?**

The Trust's annual spend on printed stationery is £211k.

**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 contract was originally tendered by the Trust via OJEU

Stock Contract £68,000

Ad-hoc £143,000

**3. When was the contract awarded, and for what period of time?**

The current agreement expires on the 7<sup>th</sup> February 2022

**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?**

Yes.

Estimated £10,500

**5. Who is the current contracted supplier?**

Harlow Printing Limited.

**6. For further conversation, who is the main contact within the trust to discuss ongoing print contracts?**

Melvyn Lake – Associate Director of Procurement

[info@soeprocurement.nhs.uk](mailto:info@soeprocurement.nhs.uk)

Please accept this letter as completion of your request. Please note that copies of this request will be held on file for three years before being confidentially destroyed.

If you are dissatisfied with the outcome of your request, please contact our Head of Information Governance on [Information.Governance@porthosp.nhs.uk](mailto:Information.Governance@porthosp.nhs.uk) or write to the above address and we will

conduct an internal review. Upon review, if you are still dissatisfied, you may appeal our decision by contacting the Information Commissioner's Office; for more information, please visit the [ICO's website](#).

Please be aware, if we do not receive an appeal within 30 days of you receiving this letter, we will assume that you are satisfied with our response. If you have any further queries, please do not hesitate to contact us.

Yours sincerely

Freedom of Information Team