

**Information Governance**

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**Website:** <https://www.elft.nhs.uk>

23 June 2023

**Our reference: FOI DA4613**

I am responding to your request for information received 22 February 2023, which you clarified on 23 February 2023. 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](http://www.ico.org.uk)

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We promise to work together creatively to: learn  
'what matters' to everyone, achieve a better quality  
of life and continuously improve our services.  
**We care . We respect . We are inclusive**

**Chief Executive:** Paul Calaminus  
**Chair:** Eileen Taylor

**Request:** I'm interested in gaining the following information regarding Trust Procurement of pre-printed stationery, that is NOT produced within the Trust.

**Question 1:** Under which OJEU/Framework contract reference is the Trust currently operating under for stock and ad-hoc printing services and what is a value of each contract?

**Clarification:** We'd like to know both pre-printed and stock and ad-hoc printing please.

**Clarification:** By pre-printed and printed items, we mean stock items, ad-hoc – any additional printed material ordered as and when.

**Answer:** The Trust has reviewed question 1 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:

(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.

The information requested is accessible here:

<https://www.elft.nhs.uk/sites/default/files/2022-06/DA4104%20Stationary%20contracts.pdf>

**Question 2:** What is the annual spend on printed stationery for the organisation

**Clarification:** Regarding spending, could we have a figure for the last 2 full years of contract with your current supplier if that's in place, if no specific contract, please provide spending for the last 2 financial years.

**Answer:** The annual core printing spend was £60,501.

**Question 2a) What percentage of spend is ad-hoc?**

**Answer:** It is not possible to determine what percentage of the spend was adhoc, without reviewing over 660 invoices and purchase orders.

**Clarification:** We'd like to know both pre-printed and stock and ad-hoc printing please and if you could provide figures for a last 2 years we'd be grateful.

**Answer:** The spend for the last 2 financial years was £121,003.

**Question 3:** When was the contract awarded and for what period of time? If in an extension period, when does it end?

**Answer:** The contract was initially awarded on 01/06/2015

The current contract began on 01/09/2022 and ends on 31/08/2025.

The Trust can be extended twice for two 12-month periods should it choose to.

**Question 4:** Who is the current contracted supplier?

**Answer:** Clare's Office Supplies / The Business Supplies Group

**Question 5:** Is stock held by a 3rd party? If yes, what value of stock is being held by the 3rd party supplier?



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Answer: No, stock is not held by a third party.

**Question 6: Does the Trust have a Communication's Department? If so, please can you advise the contact details?**

Answer: Yes, the Trust does have a Communications department.  
Email: [elft.communications@nhs.net](mailto:elft.communications@nhs.net)

**Question 7: For the further conversation, who is the main contact within the Trust to discuss ongoing print contracts?**

Answer: Dr Mohit Venkataram, Executive Director of Commercial Development.



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