

aggregation and rationalisation of requirements. There will be the same volume of business available to companies previously involved in the supply of items in this commodity range, but they will need to establish new relationships with Industrial Prime Vendors (IPVs) rather than with the MoD directly.

**There is a central service desk for all enquiries:**

Tel: 0117 913 2844

Email: [csg-help-desk@dpa.mod.uk](mailto:csg-help-desk@dpa.mod.uk)

The Defence Suppliers Service Freephone Helpline provides advice to businesses on the various publications and support services available to help them become suppliers to the MoD. Tel: 0800 282324

**THE NATIONAL ARCHIVES (TNA)**

The National Archives for England, Wales and the United Kingdom administers the public records system of the United Kingdom under the Public Records Acts of 1958 and 1967 and exercises the powers accorded to the Historical Manuscripts Commission in the Royal Warrant of 2003. It covers the United Kingdom as a whole, without prejudice to matters covered by records and archives legislation of the devolved administrations. It acts as the custodian of the nation's collective memory as revealed in the records of government. In addition, it collects and disseminates information about archives relating to British history wherever they are held.

The National Archives purchases a wide range of goods and services, including:

- stationery; furniture; office equipment; specialised reprographic equipment; conservation equipment and consumables; computer hardware, software and consumables; building and services maintenance; cleaning; catering; printing; consultancy.

The National Archives operates a delegated purchasing system. Companies interested in supplying TNA should contact the Purchasing Manager, who will pass letters on to the appropriate section for future reference.

**The Purchasing Manager can be contacted at:**

Purchasing Manager

The National Archives, Kew, Surrey TW9 4DU

Tel: 020 8392 5244. Email: [pat.walters@nationalarchives.gov.uk](mailto:pat.walters@nationalarchives.gov.uk)

Web: [www.nationalarchives.gov.uk](http://www.nationalarchives.gov.uk)

**NATIONAL ASSEMBLY FOR WALES**

To facilitate its administrative functions, the National Assembly procures a wide range of goods and services valued at more than £20 million per annum. In addition during 1996/97 £163 million was spent building and maintaining trunk roads and motorways in Wales.

**For enquiries about the National Assembly for Wales' purchasing practices and for enquiries relating to central goods and services contact:**

Mr Mark Elias

National Assembly for Wales

Procurement Unit, Cathays Park, Cardiff CF10 3NQ

Tel: 02920 823885. Fax: 02920 825638

**Companies who wish to be considered for inclusion in the tendering process for other goods and services should write to the appropriate address below:**

**Roads**

Mr T J Britton

National Assembly for Wales, Contracts Section

Roads Administration Division, 1 Cathays Park, Cardiff CF10 3NQ

**Agriculture**

National Assembly for Wales, Senior Executive Officer

Crown Buildings, Cathays Park, Cardiff CF10 3NQ

Companies can enrol as potential suppliers to the National Assembly for Wales, in both Welsh and English, by visiting (English): [www.winningourbusiness.wales.gov.uk](http://www.winningourbusiness.wales.gov.uk), (Welsh): <http://www.gafaelargaffael.cymru.gov.uk/>

**NATIONAL HEALTH SERVICE (NHS)**

The NHS Purchasing and Supply Agency is an Executive Agency of the Department of Health. The Agency was formed as a result of recommendations contained in the Cabinet Office Review of NHS Procurement – a review that also led to the formation of the NHS Logistics Authority. These two new organisations replace NHS Supplies.

The NHS Purchasing and Supply Agency negotiates contracts and purchasing arrangements that can be accessed by the whole of the health service in England. These contracts are organised in two ways. Trusts can buy goods and services directly from suppliers under 'call-off' contracts. The current total value of these contracts is £3 billion. Alternatively goods are bought for NHS Logistics and stored in its network of seven warehouses across the country. NHS Logistics then sells these goods on to NHS organisations, having broken bulk deliveries from suppliers into the quantities that they require. These sales currently total £0.6 billion a year.

Part of the NHS Purchasing and Supply Agency's role in ensuring that the NHS in England continues to receive the best value for money possible is a commitment to manage the supplier base effectively so that the marketplace remains dynamic and buoyant. This may involve introducing competition to certain markets, identifying new products and suppliers, monitoring quality, ensuring continuity of supply and negotiating the best possible terms.

A significant number of small and medium-sized enterprises (SMEs) already supply their goods and services to the NHS via NHS Purchasing and Supply Agency contracts. However, as part of the Agency's efforts to encourage competition – and ensure that the marketplace is accessible to all suppliers – it is committed to providing specific help and support to SMEs and new businesses.

**To ensure that enquiries from small businesses are dealt with promptly the Agency has appointed a small business coordinator:**

Stephen Smith

NHS Purchasing and Supply Agency

Premier House, 60 Caversham Road, Reading RG1 7EB

Tel: 0118 980 8841. Fax: 0118 980 8653

Email: [stephen.smith@doh.gsi.gov.uk](mailto:stephen.smith@doh.gsi.gov.uk) Web: [www.pasa.doh.gov.uk](http://www.pasa.doh.gov.uk)

The Agency also produces a regularly updated booklet aimed at helping suppliers to understand how the organisation operates and also to provide details of key contacts within the organisation.

**Copies of this booklet are available from:**

Annie Anley

NHS Purchasing and Supply Agency

Premier House, 60 Caversham Road, Reading RG1 7EB

Tel: 0118 980 8610. Fax: 0118 980 8653

Email: [ann.anley@doh.gsi.gov.uk](mailto:ann.anley@doh.gsi.gov.uk)

**NHS-sid**

The NHS Supplier Information Database (NHS-sid) is provided free of charge by NHS PASA for use by suppliers and NHS buyers. Contracted and potential suppliers to the NHS are invited to register and complete their profile details on NHS-sid. This is a secure system where suppliers' details can only be accessed on the NHSnet by authorised personnel engaged in NHS purchasing activity See: [www.pasa.nhs.uk/sid](http://www.pasa.nhs.uk/sid)



# Government Procurement Contracts

PART TWO OF THREE

## THE WAY IN

### EXPORT CREDITS GUARANTEE DEPARTMENT (ECGD)

The ECGD is a small government department, with offices located in both London and Cardiff.

The department purchases a range of goods and services including:

- audio-visual equipment; building maintenance; catering services; cleaning services; communications equipment; computer hardware, software and consumables; consultancy services; office furniture and furnishings; printing (including print publicity); publications; stationery; telecommunications equipment and services uniforms.

Contracts for goods are usually placed as a result of a competitive tendering process.

**Contact:**

Simon Richardson

Director of Purchasing, ECGD

PO Box 2200, 2 Exchange Tower

Harbour Exchange Square, London E14 9GS

Tel: 020 7512 7171. Fax: 020 7512 7056

Email: [srichardson@ecgd.gov.uk](mailto:srichardson@ecgd.gov.uk)

**General telephone enquiries about ECGD's procurement can be made to:**

Ms J M Lewis, Tel: 020 75812 7137. Web: [www.ecgd.gov.uk](http://www.ecgd.gov.uk)

### FOREIGN AND COMMONWEALTH OFFICE (FCO)

Purchasing policy is coordinated by the Directorate of Purchasing in central London. The principal purchasing departments are located in Croydon and Milton Keynes.

**General enquiries about procurement issues should be directed to:**

Purchasing Directorate

FCO, Room 1/116, 0AB, London SW1A 2AF

Tel: 020 7008 0931. Fax: 020 7008 0926

**Otherwise companies interested in supplying the FCO should contact:**

Estate Procurement, FCO Services

Apollo House, Wellesley Road, Croydon, Surrey CR9 3RR

Tel: 020 8760 8551. Fax: 020 8686 6819

or

Purchasing Services, FCO Services  
Hanslope Park, Hanslope, Milton Keynes  
Buckinghamshire MK19 7BH

Tel: 01908 515891/5947. Fax: 01908 515863

Web: [www.fco.gov.uk](http://www.fco.gov.uk)

### GOVERNMENT CAR AND DESPATCH AGENCY (GCDA)

The Government Car and Despatch Agency buys a variety of contracting services and administrative items, both for its own use and on behalf of clients.

Services purchased include:

- building repair and maintenance; canteen; security; cleaning services; vehicles; vehicle maintenance equipment; office furniture and fittings; IT and telecoms equipment

Contracts are normally let through competition. Contracts with a value above a certain threshold are advertised in the *Official Journal (OJEU)*. Other requirements may be advertised in *Government Opportunities* and other publications.

**All enquiries should be sent in writing to:**

The Chief Executive

GCDA, 46 Ponton Road, London SW8 5AX

Email: [info@gcda.gsi.gov.uk](mailto:info@gcda.gsi.gov.uk). Web: [www.gcda.gov.uk](http://www.gcda.gov.uk)

### HEALTH AND SAFETY EXECUTIVE (HSE)

The aim of the Health and Safety Executive (HSE) is to ensure that risks to people's health and safety from work activities are properly controlled. HSE enforces the Health and Safety at Work Act 1974 and related legislation in mines, offshore installations, nuclear establishments, farms, railways and other industrial establishments.

HSE purchases a wide range of goods and services including:

- furniture; office consumables; office machinery; scientific equipment and services

**Enquiries about providing goods or services to HSE should be addressed to:**

Mr Peter Bengert

Health and Safety Executive, Purchasing and Supply

Room 506, St Hugh's House, Trinity Road, Bootle Merseyside L20 3QY

Tel: 0151 951 4081. Fax: 0151 951 4291. Web: [www.hse.gov.uk](http://www.hse.gov.uk)

## HIGHER EDUCATION INSTITUTIONS

The institutions which make up the higher education and research communities within the UK spend in excess of £4 billion annually on goods and services.

Their purchasing areas are many and varied and include:

- audio-visual services; biochemicals; vehicles; janitorial services; gases; energy; catering supplies and services; office supplies and stationery; health and safety equipment; capital projects and equipment; building materials and services; computing consumables and services; legal services; maintenance services; telecommunications; laboratory supplies; insurance

In 1996 the Committee of Vice-Chancellors and Principals (CVCP), the Standing Conference of Principals (SCOP) and the Committee of Scottish Higher Education Principals (COSHEP), together with the three higher education funding councils, reviewed their respective activities in promoting good procurement practices in higher education institutions. They concluded that their activities in the field of purchasing should be brought together in one joint strategy under the control of a steering group – the Joint Procurement Policy and Strategy Group (JPPSG).

### Contact:

JPPSG

University of Glasgow, George Service House

University Gardens, Glasgow G12 8QH

(Michelle Lazenby, Personal Assistant to the Directors)

Tel: 0141 330 3151. Fax 0141 330 3189. Web: www.jppsg.ac.uk

## HOME OFFICE

The Home Office and its agencies spend over £500 million per annum on a wide range of goods, service and works.

A number of specialist procurement units purchase items including:

- office machinery and equipment; IT systems; scientific and laboratory equipment; construction; maintenance; consultancy services.

There are also more than 150 establishments throughout England and Wales with powers to meet some of their needs locally, such as prisons and police training centres.

**The Home Office has produced a booklet for potential new suppliers titled *A Suppliers Guide*. Copies of this or any further information about supplying the Home Office can be obtained from:**

7th Floor, Horseferry House

Dean Ryles Street, London SW1P 2AW

Tel: 0207 217 8120. Fax: 0207 217 8098

## IDeA:MARKETPLACE

IDeA:marketplace is an e-procurement portal that has been set up to enable local authorities to purchase all of their requirements electronically. The range of goods and services bought is very wide ranging from consumables such as stationery and office equipment through to services such as advertising or temporary staff. It is also hoped that wider periodic procurement requirements such as social services residential care and capital projects will also be bought through the system. The portal will also provide access to other procurement tools for both the buyer and the supplier, eg e-tendering, requests for quotations and e-auctions etc.

**Further details are available from:**

Web: www.idea.gov.uk/marketplace

## INLAND REVENUE

There are several opportunities for businesses to tender for contracts for goods and services with the Inland Revenue. However, while some small contracts may be let at a local level, the vast majority of contracts of significant value are now on centrally negotiated framework agreements.

These include:

- printing; information technology equipment; stationery and office consumables; office furniture and equipment; consultancy; hotel and conference accommodation; vehicle hire

The majority of Inland Revenue's estate has now been transferred to a private sector provider, Mapeley, under a PFI/PPP contract. Generally speaking, Mapeley is now responsible for providing the department's required services in maintenance, building management, landscaping, security, cleaning and waste management. They also manage catering, childcare and office removals.

### Mapeley:

Mapeley Limited, Mapeley House

Opal Drive, Fox Miln, Milton Keynes MK15 0ZR

Tel: 01908 353400

### For Print:

Inland Revenue, Corporate Procurement

c/o Matheson House, Grange Central, Telford TF3 4ER

Enquiries to: Lynn Farrar

Tel: 01952 297408. Email: Lynn.Farrar@ir.gsi.gov.uk

### For Banking:

Inland Revenue, Corporate Procurement

1st Floor SW Wing, Bush House, Strand, London WC2B 4RD

Enquiries to: Malcolm Lawrence

Tel: 07799 340001. Email: Malcolm.Lawrence@ir.gsi.gov.uk

### For HR-related contracts:

Inland Revenue, Corporate Procurement

PO Box 38, Ferrers House, Nottingham NG2 1BB

Enquiries to: Robin Davey

Tel: 0115 974 0407. Email: Robin.Davey@ir.gsi.gov.uk

### For Transport, Travel and Hotels:

Inland Revenue, Corporate Procurement

PO Box 38, Ferrers House, Nottingham NG2 1BB

Enquiries to: Dave Clarke

Tel: 0115 974 0408. Email: Dave.Clarke@ir.gsi.gov.uk

### For Consultancy:

Inland Revenue, Corporate Procurement

PO Box 38, Ferrers House, Nottingham NG2 1BB

Enquiries to: Shelagh Garner

Tel: 0115 974 0061. Email: Shelagh.Garner@ir.gsi.gov.uk

### For Procurement Training:

Inland Revenue, Corporate Procurement

PO Box 38, Ferrers House, Nottingham NG2 1BB

Enquiries to: Suzanne Germany

Tel: 0115 974 0404. Email: Suzanne.Germany@ir.gsi.gov.uk

### For Mobile Telephones:

Inland Revenue, Corporate Procurement

PO Box 38, Ferrers House, Nottingham NG2 1BB

Enquiries to: Dave Clarke

Tel: 0115 974 0408. Email: Dave.Clarke@ir.gsi.gov.uk

### For IT Products:

Inland Revenue, Corporate Procurement, J01 St James' House

c/o Matheson House, Grange Central, Telford TF3 4ER

Enquiries to: Jonathan Smith

Tel: 01952 295047. Email: Jonathan.Smith@ir.gsi.gov.uk

### Office Stationery (desktop consumables and machinery):

Inland Revenue, Corporate Procurement

c/o Matheson House, Grange Central, Telford TF3 4ER

Enquiries to: Will Hall

Tel: 01952 294809. Email: William.Hall@ir.gsi.gov.uk

### For Telecommunications (telephony):

Inland Revenue, Corporate Procurement

1st Floor SW Wing, Bush House, Strand, London WC2B 4RD

Enquiries to: George Tsigarides

Tel: 020 7438 7828. Email: George.Tsigarides@ir.gsi.gov.uk

### For Mailing Equipment:

Inland Revenue, Corporate Procurement

Benton Park View, Longbenton, Newcastle NE98 1ZZ

Enquiries to: Paul Telford

Tel: 0191 225 8862. Email: Paul.Telford@ir.gsi.gov.uk

### For Mailing Fulfillment:

Inland Revenue, Corporate Procurement

Benton Park View, Longbenton, Newcastle NE98 1ZZ

Enquiries to: Colin Morrison

Tel: 0191 225 3360. Email: Colin.Morrison@ir.gsi.gov.uk

### Insolvency Service:

The Insolvency Service

PO Box 203, 21 Bloomsbury Street, London WC1B 3QW

Tel: 020 7291 6755. Fax: 020 7291 6764

Email: don.rushforth@insolvency.gsi.gov.uk

Web: www.insolvency.gov.uk

## LAND REGISTRY

The Land Registry is a self-financing Executive Agency whose function is to record details of all land transactions in England and Wales. The agency has an administrative headquarters at Lincoln's Inn Fields, London and 26 Regional Offices in England and Wales.

The Land Charges Department and the Agency Data Centre are located in Plymouth. All locations have devolved responsibility for the procurement of a wide range of goods and services.

*The Purchasing and Supply Unit, based in the Registry's London headquarters, arranges central contracts and agreements for the supply of goods and services, which are required nationally, including:*

- postal and carrier services; vehicles; office machinery and consumables; furniture; fixtures and fittings; certain types of consultancy; local contracts for cleaning, security and childcare

Competitive tendering places contracts and many will be suitable for small businesses.

The Purchasing and Supply Unit also provides policy advice and administrative support for contracts of high value or unusual complexity. IT procurement is carried out by the Registry's Information Systems Directorate based in Plymouth.

### General Procurement

Gill Cople, Senior Purchasing Manager

Purchasing and Supply Unit, Land Registry

Lincoln's Inn Field, London WC2A 3PH

Tel: 020 7917 5955. Fax: 020 7917 5915

Email: gill.copple@landreg.gsi.gov.uk

### Information Technology

David Pugh, IT Procurement Manager

Land Registry Information Systems Directorate

Drakes Hill Court, Burrington Way, Plymouth PL5 3LP

Tel: 01752 635709. Email: david.pugh@landreg.gsi.gov.uk

Web: www.landreg.gov.uk

## LOCAL AUTHORITIES

Local authorities buy a wide range of goods and services. They make their own decisions on the way they invite tenders and award their procurement contracts subject to the law and financial propriety and in accordance with their own standing orders which are made under Section 135 of the Local Government Act 1972.

In awarding contracts, authorities must comply with the European Public Procurement Rules and also with UK legislation which includes the Best Value legislation laid down by Part 1 of the Local Government Act 1999.

Under Best Value, which came into force on 1 April 2000, Local Authorities are required to make arrangements to secure continuous

improvements to all local services, having regard to a combination of economy, efficiency and effectiveness.

All services have to be fundamentally reviewed over a five-year period usually starting with the poorest performers.

Authorities must also have regard to Part II of the Local Government Act 1988 which prohibits them from having regard to non-commercial considerations when awarding contracts. In April 2000 the Government published a consultation paper *Best Value and Procurement: Handling of Workforce Matters in Contracting* setting out its proposals to amend Part II of the Local Government Act 1988 to allow for proper consideration of workforce matters in contracting where relevant to the achievement of Best Value and also in circumstances where the requirements of the Transfer of Undertakings (Protection of Employment) Regulations 1981 are to be applied. They will not, however, relax the restriction on those matters that can be said to be truly non-commercial.

*The purchasing organisation within authorities varies from one to another but there are basic approaches you may encounter:*

- authorities which allow each potential unit to buy for itself
- authorities where the unit which buys the most acts for the others
- authorities where a central purchasing facility provides for all units

The largest consortia are concerned solely with purchasing and distribution for their member authorities. There are others which buy particular product ranges. There are various types of local authority body. Look up your council in the telephone directory or *Yellow Pages* and contact them for details of their methods and requirements.

The *Municipal Year Book* has a section that lists the major consortia and gives contact points in councils throughout the country.

### Copies are available from:

Customer Services Department

Hemming Information Services, 32 Vauxhall Bridge Road

London SW1V 2SS. Tel: 020 8973 6400

The *Society of Procurement Officers in Local Government (SOPo) Yearbook* contains a comprehensive guide to local authority procurement officers. Further details can be accessed at: [www.sopo.org/yearbook](http://www.sopo.org/yearbook)

**General queries on local authority tendering issues can be addressed to:**

Local Government Competition and Quality Division

Office of the Deputy Prime Minister

5th Floor, Eland House, Bressenden Place, London SW1E 5DU

Tel: 020 7944 4145

or

Mr Rehan Haidar

Companies, Trading and Procurement Branch

Local Government Capacity and Modernisation Division

Office of the Deputy Prime Minister

Zone 3/H6, Eland House, Bressenden Place, London SW1E 5DU

Tel: 020 7944 5157

## METROPOLITAN POLICE SERVICE

The Metropolitan Police Service spends in the order of £397 million on goods, services, land and buildings per annum and there is scope for firms of all sizes to enter into the tendering process.

**Firms interested in contracting with the Metropolitan Police Service should contact:**

Ms Lorna Ewins, Deputy Director of Procurement

Metropolitan Police Service, Cobalt Square

1 South Lambeth Road, London SW8 1SU

Email: Lorna.Ewins@met.police.uk Web: [www.met.police.uk](http://www.met.police.uk)

## MINISTRY OF DEFENCE (MoD)

Every year the MoD spends around £9 billion on a vast range of goods and services. Although it is big, the MoD is not out of reach. As well as buying from multinationals, the MoD also buys from smaller companies.

Although the MoD deals with many companies directly, much of that business is carried out by sub-contractors at various tiers.

As part of the Smart Acquisition initiative, the MoD is reducing the number of direct suppliers in the general stores areas through