

Experience across Scotland to date shows that model one is widely utilised, in some cases serving the needs of several trusts. All national contracts make provision for the above models, to facilitate any method of delivery for customers.

**Contact:**

M J Moorhouse, Director  
 Scottish Healthcare Supplies, Trinity Park House  
 South Trinity Road, Edinburgh EH5 3SH  
 Tel: 0131 551 8178. Fax: 0131 559 3918

**SMALL BUSINESS SERVICE (SBS)**

The Small Business Service has a clear vision – it wants to accelerate the drive to make the UK the best place to start and grow a business by 2005.

*The SBS wants:*

- many more people, regardless of their background, to have the desire, skills and opportunity to start a successful business
- everyone with the ambition to grow their business to be helped and supported
- a supportive business environment with all small businesses finding it easy to respond to government and access its services

The Small Business Research Initiative was launched in April 2001 and is coordinated by the SBS; it is designed to encourage more research and development within the public sector.

**Contact:**

Martin Bennett, Procurement Officer  
 Bay 723, Kingsgate House  
 66-74 Victoria Street, London SW1E 6SW  
 Tel: 0207 215 4436. Fax: 0207 215 8003  
 Web: www.sbs.gov.uk

**HM TREASURY**

HM Treasury has a central purchasing unit that is responsible for all the goods and services purchased by the department.

*Service requirements include:*

- cleaning; electricity; travel; consultancies of all types; stationery

**Companies interested in working with the Treasury should, in the first instance, contact:**

Caroline Auger  
 Procurement Unit for Treasury, HM Treasury  
 4th Floor, Allington Towers, 19 Allington Street, London SW1E 5EB  
 Tel: 020 7270 1304 and/or Fax: 020 7270 1305  
 Web: www.hm-treasury.gov.uk

**TREASURY SOLICITOR**

The Treasury Solicitor's Department provides litigation and advisory legal services to other government departments. It purchases the usual range of office equipment and stationery, as well as IT equipment for use in its business. Quotes are obtained for small purchases, and formal tender procedures are applied to larger procurements.

**For office equipment, suppliers should contact:**

Office Services Branch, The Treasury Solicitor's Department  
 Queen Anne's Chambers, 28 Broadway, London SW1H 9JS  
 Tel: 020 7210 3082

**For computer equipment, suppliers should contact:**

Information System Procurement  
 The Treasury Solicitor's Department  
 Queen Anne's Chambers  
 28 Broadway, London SW1H 9JS

**UNITED KINGDOM PASSPORT SERVICE (UKPS)**

The UK Passport Service is responsible for the issuing of passports.

As well as items for an office environment such as stationery, office machinery and related supplies, IT equipment and office furniture there are also a number of specific items which the UKPS requires. These items include security printing, design, corporate clothing and UKPS-specific stationery and printing.

**Firms interested in supplying the Passport Service should contact:**

United Kingdom Passport Service, Procurement Unit  
 5th Floor, Globe House, 89 Eccleston Square, London SW1V 1PN  
 Web: www.ukpa.gov.uk

**WELSH HEALTH SUPPLIES (WHS)**

Welsh Health Supplies has the remit to negotiate contracts for the NHS in Wales that maximise the purchasing power of its constituent trusts. These contracts are call-off arrangements and any purchasing is done direct by each trust in Wales.

*The main commodity purchasing areas are:*

- foodstuffs and provisions; textiles and uniforms; medical and surgical products; drugs; energy and utilities; IT systems and services; radiological equipment
- building, engineering and electrical equipment

In addition, WHS holds detailed lists of NHS trust contacts in Wales, which may be of interest to suppliers as additional sources of potential business.

Companies interested in supplying the WHS should visit [www.whs.wales.nhs.uk](http://www.whs.wales.nhs.uk). Within the site suppliers can access the Contract Programme and also apply for inclusion on the Select Lists of Tenderers.

**Alternatively you can write formally enclosing as much detail as possible to:**

June Scott, Contracts Manager  
 Welsh Health Supplies, PO Box 183, Bevan House  
 Lambourne Crescent, Llanishen, Cardiff CF4 5GT  
 Tel: 029 2031 5492. Fax: 029 2031 5452  
 Email: [june.scott@whs.wales.nhs.uk](mailto:june.scott@whs.wales.nhs.uk)  
 Web: [www.wales.nhs.uk/sites/page.cfm?OrgID=92&PID=1538](http://www.wales.nhs.uk/sites/page.cfm?OrgID=92&PID=1538)

**WELSH HISTORIC MONUMENTS (CADW)**

CADW is an Executive Agency whose role is to protect, conserve and promote an appreciation of the built heritage of Wales.

*CADW's areas of purchasing activity include:*

- specialist conservation of ancient and historic buildings; general construction work (main and sub-contract); small plant; maintenance services; consultancy services for general conservation work; art quality; print; exhibition design; cleaning services; grounds maintenance and landscaping

**Procurement Section**

CADW: Welsh Historic Monuments  
 Crown Building, Cathays Park, Cardiff CF10 3NQ  
 Tel: 029 2082 6595. Fax: 029 2082 6375  
 Email: [Adrian.hobson@wales.gsi.gov.uk](mailto:Adrian.hobson@wales.gsi.gov.uk)  
 Web: [www.cadw.wales.gov.uk](http://www.cadw.wales.gov.uk)

Interested suppliers should provide full details of their company's capabilities.



# Government Procurement Contacts

PART THREE OF THREE

**THE WAY IN**

**NATIONAL SAVINGS AND INVESTMENTS**

National Savings and Investments comprises a small headquarters and marketing operation in London (about 120 staff). On 1 April 1999, the former operating divisions based in Blackpool, Glasgow and Durham were outsourced to Siemens Business Services and are no longer affiliated to the London Agency.

The Agency buys a variety of goods and services ranging from corporate umbrellas to market research services. It also has requirements for stationery items, including envelopes and paper.

The Partnerships and Operations Directorate is responsible for National Savings and Investments' purchasing and supply policy. National Savings and Investments produces a handout sheet entitled *Suppliers Guide for Selling to National Savings*. Copies are available from the address below.

**Suppliers wishing to sell products or services to National Savings and Investments should contact:**

Mr Chris Wood, Partnerships and Operations Directorate  
 5th Floor, 'A' Wing, National Savings and Investments  
 Charles House, 375 Kensington High Street, London W14 8SD  
 Tel: 020 7348 9501  
 Fax: 020 7348 9687  
 Email: [chris.wood@nsandi.com](mailto:chris.wood@nsandi.com)

**NORTHERN IRELAND**

The Procurement Service is a division of the Central Procurement Directorate within the Department of Finance and Personnel. It provides a professional procurement service for Northern Ireland departments and for an increasing number of public sector organisations. Its core business is to establish, on behalf of customers, effective contracts for the procurement of goods and services to provide advice and support to enable them to achieve value for money improvements in procurement.

InterTradelreland – a trade and business development body – produces a directory of public sector procurement opportunities for suppliers called *Go Source* which details purchasing areas and contacts

within the Procurement Service (formerly Government Purchasing Agency) and throughout Ireland.

**Contact:**

The Head of Operations  
 Procurement Service, Central Procurement Directorate  
 Department of Finance and Personnel, Rosepark House  
 Upper Newtownards Road, Belfast BT4 3NR  
 Tel: 028 9052 6560  
 Fax: 028 9052 6440  
 Web: [www.gpa-ni.gov.uk](http://www.gpa-ni.gov.uk)

**OFFICE FOR NATIONAL STATISTICS (ONS)**

The Office for National Statistics provides a comprehensive range of official statistics and information on the economy, society, business, population, the labour market, regions and health.

A central unit, based at Newport, is responsible for meeting the procurement needs of the department's four main sites at Newport, Titchfield, London and Southport.

*The unit places a wide variety of contracts covering the whole range of IT and non-IT goods and services including:*

- IT supplies and maintenance; software; office machinery; office services; stationery; printing; consultancies; statistical surveys etc.

**The publication *Guide to Selling to ONS* is accessible at [www.statistics.gov.uk](http://www.statistics.gov.uk) and from:**

Mrs S A Clarke, Procurement Policy Manager  
 Procurement Unit, Office for National Statistics  
 Government Buildings, Cardiff Road, Newport, Gwent NP9 1XG  
 Tel: 01633 813257. Fax: 01633 813358  
 Email: [sandra.clarke@ons.gov.uk](mailto:sandra.clarke@ons.gov.uk)

**OFFICE OF GOVERNMENT COMMERCE (OGC)**

OGC has been set up to lead a wide-ranging programme to modernise procurement in government and deliver substantial value for money improvements.

Working at the heart of government, OGC is developing an integrated procurement policy and strategy across government.

OGC represents the UK on procurement matters in Europe, in the World Trade Organization (WTO) and in other international forums.

OGC offers customers and suppliers integrated, flexible and responsive support for all aspects of procurement and supplier management in central civil government. By working with departments and suppliers OGC will champion the customer's cause. By integrating its component parts OGC can help departments achieve value for money improvements in commercial activities across government.

OGC has an executive agency – OGC buying.solutions – which promotes a range of procurement services for the public sector. (There is a separate entry below for OGC buying.solutions.)

**OGC buys goods, equipment and services needed to run its offices in several locations. To find out more about OGC's internal requirements contact:**

Kim Welton, Procurement Team  
OGC, Rosebery Court, St Andrew's Business Park  
Norwich NR7 0HS  
Tel: 01603 704758. Email: Kim.Welton@ogc.gsi.gov.uk

**Alternatively, you can contact the OGC Service Desk:**

Tel: 0845 000 4999  
Email: Service.Desk@ogc.gsi.gov.uk  
Web: www.ogc.gov.uk

#### OFFICE OF THE DEPUTY PRIME MINISTER

The Office of the Deputy Prime Minister was created on 29 May 2002, taking responsibility for policy areas from both the old Department for Transport, Local Government and the Regions and the Cabinet Office. The new Office brings together regional and local government (including the regional Government Offices), housing, planning and regeneration along with the social exclusion unit and neighbourhood renewal.

#### Contact:

Katharyn Jones  
Zone 1/H32, Ashdown House, 123 Victoria Street  
London SW1E 6DE  
Tel: 0207 944 4400  
Web: www.odpm.gov.uk/about/procurement/index.htm

#### OFFICE OF WATER SERVICES (OFWAT)

OFWAT purchases a wide range of goods and services, including:

- office cleaning; furniture; stationery; printing; office machinery; information technology; business travel; courier services; consultancy services.

Many orders are of small value and there are opportunities for small suppliers to meet these requirements.

**Suppliers wishing to sell products or services to OFWAT should contact:**

John Thompson, Facilities Manager  
Office of Water Services, Centre City Tower  
7 Hill Street, Birmingham B5 4UA  
Tel: 0121 625 1347. Email: john.thompson@ofwat.gsi.gov.uk

or

Pamela Kelsall, Procurement Advisor  
Office of Water Services, Centre City Tower  
7 Hill Street, Birmingham B5 4UA  
Tel: 0121 625 1327. Email: pamela.kelsall@ofwat.gsi.gov.uk  
Web: www.ofwat.gov.uk

#### OGCbuying.solutions

OGCbuying.solutions is an Executive Agency of OGC and provides a range of procurement services for the public sector in categories which include:

- IT; telecoms; buildings; office interiors; catering; healthcare; hygiene; safety equipment; utilities

**To find out more, contact the Procurement Advice Team:**

Rachel Steel, Bethan Evans and Phil Quaile  
Customer Liaison Officers, Royal Liver Building  
Pier Head, Liverpool L3 1PE  
Tel: Rachel Steele: 0151 224 2242. Bethan Evans: 0151 224 2243  
Email: Rachel.steele@ogcbs.gsi.gov.uk  
Bethan.evans@ogcbs.gsi.gov.uk. Phil.Quaile@ogcbs.gsi.gov.uk  
Web: www.ogcbuyingsolutions.gov.uk

#### ORDNANCE SURVEY

Ordnance Survey is responsible for the official survey and mapping of Great Britain and provides topographical data, maps and services to meet the needs of a wide range of customers.

Ordnance Survey buys a wide variety of goods, materials and services ranging from general office and IT equipment to specialist and map production items.

#### Procurement Helpdesk:

Procurement and Supplies, Ordnance Survey  
Romsey Road, Southampton SO16 4GU  
Tel: 023 8079 2018. Email: ProcurementHelpdesk@ordsvy.gov.uk

Ordnance Survey also produce a booklet entitled *Ordnance Survey – Suppliers Guide* for interested suppliers. Copies are available from the above address.

#### PATENT OFFICE

Mr Neil Regan  
Patent Office, Room G.B56, Concept House  
Cardiff Road, Newport NP10 8QQ  
Tel: 01633 814 880. Fax: 01633 814 711  
Web: www.patent.gov.uk

#### RADIOCOMMUNICATIONS AGENCY

Mr David Rickard  
Radiocommunications Agency, Wyndham House  
189 Marsh Wall, London E14 9SX  
Tel: 020 7211 0406. Fax: 020 7211 0413  
Web: www.radio.gov.uk

#### RESEARCH COUNCILS' PROCUREMENT ORGANISATION

On 1 November 2001, the Research Councils (excluding the Council for the Central Laboratory of the Research Council – CCLRC, and the Medical Research Council – MRC) amalgamated their procurement functions and formed the Research Councils' Procurement Organisation, based in Swindon.

The Research Councils support a wide spectrum of scientific disciplines, for example research in the Antarctic, oceanographic research, atmospheric sciences, engineering and physical sciences and medical research.

*A large range of goods and services are therefore required, broadly in the following areas:*

- office machinery; stationery; furniture; scientific equipment and laboratory supplies; capital equipment; services (including cleaning, plant and machinery, maintenance, security, catering etc); computing equipment; recurrent supplies

Procurement is undertaken both centrally (in Swindon) and at the Councils' laboratories by competitive tendering.

**Enquiries about procurement procedures should be addressed to:**

Mr Pat Brown, Deputy Director  
Research Councils' Procurement Organisation  
Polaris House, North Star Avenue, Swindon SN2 1EU  
Tel: 01793 411788. Email: pab@herc.ac.uk  
Web: www.rcpc.research-councils.ac.uk/

#### ROYAL MINT

As the Royal Mint is basically a single factory it needs a considerable number of specialist products. When tendering for contracts it is worth bearing in mind the particularly high standard of work required by the Royal Mint.

*The Mint's main purchasing areas include:*

- precious and base metals; machinery and tools; scientific equipment; chemicals and packaging

#### In writing to:

The Purchasing Manager, The Royal Mint  
Llantrisant, Pontyclun, Mid Glamorgan CF72 8YT

#### Or telephone/email your enquiries to:

Tel: 01443 623031 (Nigel Thomas)  
Email: nigel.thomas@royalmint.gov.uk  
Tel: 01443 623043 (Trevor Pritchard)  
Email: trevor.pritchard@royalmint.gov.uk

#### RURAL PAYMENTS AGENCY (RPA)

The Rural Payments Agency is an Executive Agency of the Department for Environment, Food and Rural Affairs (Defra). It was established on 16 October 2001 and took over responsibility for CAP scheme administration from the former Intervention Board and Defra Regional Services Centres. It is now the single paying agency responsible for CAP schemes in England and for administering certain schemes throughout the UK.

This involves expenditure on a wide range of goods and services including processing and disposal facilities for agricultural produce and storage facilities for butter, cereals, skimmed milk powder and beef.

*RPA also contracts for a wide range of general equipment and services including:*

- IT; communications; protective equipment; stationery; printing; office machinery; furniture

#### Goods and Services:

Rural Payments Agency, Contracts and Purchasing  
PO Box 69, Reading RG1 3YD

#### Market Support Services:

Ken Balchin  
Tel: 0118 953 1685. Email: Ken.Balchin@rpa.gsi.gov.uk  
Gordon Middleton  
Tel: 0118 953 1686. Email: Gordon.Middleton@rpa.gsi.gov.uk  
Andy Lockwood  
Tel: 0118 953 1623. Email: Andy.Lockwood@rpa.gsi.gov.uk  
Phil Kopp  
Tel: 0118 953 1688. Email: Phil.Kopp@rpa.gsi.gov.uk

#### General Contracts & Purchasing:

Christel Burns  
Tel: 0118 953 1674. Email: Christel.Burns@rpa.gsi.gov.uk  
Stephen Briggs  
Tel: 0118 953 1689. Email: Stephen.Briggs@rpa.gsi.gov.uk

#### Information Technology:

Paul Caswell  
Tel: 0118 953 1265. Email: Paul.Caswell@rpa.gsi.gov.uk  
Web: www.rpa.gov.uk

#### SCOTTISH EXECUTIVE

The Scottish Executive a non-governmental department which consists of six main departments plus the support functions of Corporate Services, Finance and the Executive Secretariat as well as a number of agencies and associated departments.

*A wide range of goods and services are purchased, including those normally required by most large organisations, such as:*

- stationery; printing; advertising; cleaning; catering; furniture; equipment; IT; telecommunications; maintenance; consultancy; training

Given the very wide-ranging role and responsibilities of the Executive, it also has a large number of specialised requirements, such as laboratory equipment, research services, uniforms etc.

Those interested in selling to the executive are encouraged to visit its procurement website at [www.scotland.gov.uk/procurement/policy.asp](http://www.scotland.gov.uk/procurement/policy.asp)

This site contains guidance for those wishing to sell to the Executive; details of goods and services procured and a business enquiry facility to enable companies to record their details for potential purchasers.

#### SCOTTISH HEALTHCARE SUPPLIES (SHS)

*The supplies function in the National Health Service in Scotland (NHSIS) is organised on two levels:*

- National – Scottish Healthcare Supplies
- Local – 28 Trusts along with 15 Health Boards

The four UK health agencies are stand-alone entities, but liaison does take place in relation to strategic issues of mutual interest.

Scottish Healthcare Supplies was formed out of the Common Services Agency (CSA) in 1974 to provide common services across the NHSIS.

*SHS has three branches:*

- Contracting Services Branch (CSB)
- Equipping and Technical (ETB)
- Business Services Group (BSG) (provides back-up in IT, quality, finance, human resources and office services)

#### CSB

*The main contracting areas are:*

- hotel services; energy services; work services; office services; transport services; pharmaceutical products; medical consumables; surgical products and materials; services for disabled people
- ETB Contracting – IT hardware and software along with other medical equipment

**For further information, please contact:**

Miles Moorhouse, Director, Tel: 0131 551 8178

#### ETB

*The main activity areas are:*

- equipping health premises – major hospitals, clinics, health centres – both new and refurbishments
- providing design and engineering services related to medical and scientific equipment
- conducting investigations into hazards and defects in medical, scientific or allied equipment (within the NHSIS or externally as required by the Crown Office for Fatal Accident Inquiries)
- testing and certifying sterilisers and providing 'Authorised Engineer' services
- managing the installation of oxygen concentrators in patients' homes and the reimbursement of operating cost
- other services such as Energy Bureau and Environmental Monitoring

**For further information, please contact:**

Richard Hemsley, Assistant Director, Tel: 0131 551 8568

#### Organisation of Trusts (Local)

Supplies arrangements at trust level fall into two broad categories. Some trusts have chosen to have their own dedicated supplies organisations but others share a supplies service with neighbouring trusts. Whatever the arrangements the objective is for local and central procurement to complement each other.

*The 28 trusts currently utilise four models to deliver goods:*

1. trust store on site
2. third-party off-site store
3. wholesaler direct deliveries (for specific products)
4. a mix of 1 and 3 above