

to move closer to the labour market and to find work. These services will often provide individuals with personal development learning and/or work experience opportunities.

In purchasing the provision of services, Job Centre Plus operates competitive procedures. It also holds an Approved Provider Register; organisations can apply for inclusion in this register at any time.

Since the services provided for its customers typically require a local flavour and to be attuned to the needs of the local labour markets, most Job Centre Plus purchasing for customer services is conducted at local or regional, rather than national levels.

They are also responsible for managing and monitoring the private sector contract for medical services supplied to Job Centre Plus and other DWP agencies.

For further information on procurement within Job Centre Plus, please contact:

Clive Mitchell
Head of Partnerships and Commercial Relations Division
Job Centre Plus, Level 1, Mayfield Court, 56 West Street Sheffield S1 4EP
Tel: 0114 259 7228. Email: Clive.Mitchell@dwp.gsi.gov.uk

DEPARTMENT OF HEALTH

The department headquarters are based in London with the National Health Service Executive (NHSE) located in Leeds.

The department purchases a variety of goods and services, mostly by competitive tender.

The Procurement Policy and Advisory Unit promotes purchasing as a functional specialism, advising and assisting colleagues through effective procurement exercises.

Anyone wishing to supply the department should write in the first instance to:

Gareth Jones, Head of Procurement
Department of Health, Procurement Policy and Advisory Unit
Room 152C, 80 London Road, London SE1 6LH
Tel: 020 7972 2000 (switchboard)
Web: www.doh.gov.uk/purchasing

DEPARTMENT OF TRADE AND INDUSTRY (DTI)

The DTI operates a devolved budgeting system which delegates purchasing authority to managers so that they can purchase direct from suppliers. However, in headquarters a number of goods and services are either purchased centrally, or through centrally let call-off arrangements, or under PFI deals (eg IT services). Executive agencies have their own purchasing arrangements. Contracts are generally placed following competitive tendering.

For information on doing business with the DTI visit:

www.dti.gov.uk/about/procurement

In headquarters, the contacts for the following centrally managed goods and services are given below:

Director Estates and Accommodation

Estates and Accommodation Management
Information and Workplace Services
Department of Trade and Industry
Bay 220, Elizabeth House, 39 York Road, London SE1 7LJ
Tel: 020 7855 4786

IT Goods and Services

Mr Chris Bowen
Information and Workplace Services
Department Trade and Industry
Bay 514, 151 Buckingham Palace Road, London SW1W 9SS
Tel: 020 7215 3760

Publications

Mr Brian Morgan
Strategy Unit – Communications, Department of Trade and Industry,

Bay 765, 1 Victoria Street, London SW1 0ET
Tel: 020 7215 5072

For other goods and services in headquarters, information will be passed on to potential users and in the first instance firms should contact:

Adele Humphreys
Procurement Policy and Services
Department of Trade and Industry
Bay 523, 51 Buckingham Palace Road, London SW1W 9SS
Tel: 020 7215 3612

DRIVER AND VEHICLE LICENSING AGENCY (DVLA)

The DVLA was established as an Executive Agency in 1990. It is now one of the Driver, Vehicle and Operator (DVO) organisations of the Department for Transport (DfT). It therefore must implement the legislative changes, procedures and strategies that are laid down by the DfT.

As a result, the purpose of the Agency is to:

- set up and record changes to driver and vehicle registers
- issue driving licences and vehicle registration documents
- maintain accurate driver and vehicle registers
- collect and enforce Vehicle Excise Duty (VED)
- provide information to the police and other agencies
- sell personalised registration marks

Procurement Services Group (PSG)

Procurement includes all purchasing and contracting activities. Every year the DVLA spends over £100m and, as this is taxpayers' money, it is vital the Agency obtains value for money for all the goods and services that it acquires.

PSG is the Agency's centre of expertise for the procurement of goods, services and consultancies. This covers DVLA's procurement policy, contract management, EU Directives and all relevant aspects of purchasing.

Typical contracts that are awarded involve the provision of the following:

- consultancy services; general cleaning and waste management; courier services; vehicle excise discs; security and non-security print; general office equipment/consumables; desktop stationery

PSG staff are always happy to advise on any purchasing or contractual matters. In order to become an approved supplier/consultant/contractor to the Agency you must contact the relevant people on PSG's webpage in the purchasing section and send in information about your company, including references, statement of accounts and any past or present contracts your company have been awarded.

Alternatively, you can download an application form to become eligible to tender from the following:

Web: www.dvla.gov.uk/contracts/Contracts_and_tenders.htm

ENGINEERING AND PHYSICAL SCIENCES RESEARCH COUNCIL (EPSRC)

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

The EPSRC is a non-departmental public body, which exists to support UK science.

There are a number of opportunities for small businesses, in particular:

- computer hardware, software and consumables; office furniture; stationery

Contact:

The Director
Research Councils' Procurement Organisation, EPSRC
Polaris House, North Star Avenue, Swindon SN2 1EU
Tel: 01793 444000



Government Procurement Contacts

PART ONE OF THREE

THE WAY IN

The public sector accounts for 40% of the UK's Gross Domestic Product (GDP) and central civil government alone spends around £13 billion per year on goods and services.

This expenditure covers almost anything from food to aeroplanes to uniforms. In this Guidance you will find contact details for every major government department with a short summary of the products and services bought by each. Links to their procurement pages are provided where possible.

BIOTECHNOLOGY AND BIOLOGICAL SCIENCES RESEARCH COUNCIL (BBSRC)

BBSRC is one of seven Research Councils responsible for funding a specific area of science carried out by research institutes and universities. Their purpose is to promote and support high-quality basic, strategic and applied research and related post-graduate training relating to the understanding and exploitation of biological systems.

BBSRC supports a number of semi-autonomous institutes which generally let their own contracts although some activities are coordinated by central functions within the BBSRC.

Firms interested in supplying the BBSRC should contact:

Mr David Bullard
Procurement Section, Research Councils' Procurement Organisation (RCPO), Polaris House, North Star Avenue, Swindon SN2 1EU
Tel: 01793 413332

THE BRITISH LIBRARY

The British Library provides, on a national scale, comprehensive reference, lending, bibliographic, patent and other services based on its vast collection of books, periodicals, manuscripts, maps, music scores, sound recordings, stamps, patents, pictures, papyri, letters, diaries and other materials.

The collections are held in Boston Spa, Nr Wetherby, West Yorkshire and in London – mainly in the new building at St Pancras.

Purchasing areas for the British Library include:

- monographs; serials; stationery; office equipment; office furniture; computer hardware, software and consumables; building and services maintenance; cleaning; consultancy and printing

The Library has a centralised Contracts and Purchasing Unit which provides a service for all British Library locations both in London and Boston Spa.

Interested suppliers should contact:

Yvonne Robertson
Contracts Manager, Contracts and Purchasing Unit

The British Library, Boston Spa, Wetherby LS23 7BQ

Tel: 01937 546413. Email: cpu-contracts@bl.uk. Web: www.bl.uk

THE CABINET OFFICE

The Cabinet Office buys the goods, equipment and services needed to run a modern office-based organisation. Purchasing is devolved within the central department to management unit level with each area responsible for purchasing as required to meet its own business objectives.

Some of the key areas include:

- information technology: personal computers; server hardware; software and peripherals; infrastructure cabling; associated network equipment; consultancy services
- office stationery and non-IT equipment: fax machines; photocopiers; dictation machines
- property management services, building works, maintenance and furnishings
- painting and decorating; minor building and demolition; joinery and electrical services; office and window cleaning; desks; chairs and non-security cupboards
- training and consultancy; IT; diversity issues; financial audit; general management consultancy

Office stationery and non-IT equipment

Ms H Lee
Cabinet Office, Contracts, Procurement Policy Unit
Room 176, Queen Anne's Chambers, 28 Broadway, London SW1H 9JS
Tel: 0207 210 058. Email: Hazel.Lee@cabinet-office.x.gsi.gov.uk

Property management services, building works, maintenance and furnishings

Mr J Bolster
Cabinet Office, Room 201, 9 Whitehall, London SW1A 2DD.
Tel: 020 7276 5473. Email: John.Bolster@cabinet-office.x.gsi.gov.uk

GOVERNMENT CAR AND DESPATCH AGENCY

Mr N Matheson
Director of Personnel, Government Car and Despatch Agency
46 Ponton Road, London SW8 5AX. Tel: 020 7217 3821
Email: nick.matheson@gcda.gsi.gov.uk

CENTRAL OFFICE OF INFORMATION (COI COMMUNICATIONS)

COI Communications is an Executive Agency which provides publicity services to government departments and agencies and to other publicly funded organisations.



COI Communications' purchasing covers most areas of publicity including:

- advertising; direct marketing; PR; market research; publications; printing; journalism; translations; photography; film; TV and radio productions; exhibitions and conferences; promotions and merchandising; websites and other new media

COI Communications is one of the UK's largest advertisers and a major buyer in most media markets. Around 88% of its turnover is spent with outside suppliers and it has more than 5000 suppliers on its books. Of these the majority are small firms or individuals providing a wide range of publicity-related services.

Each of COI Communications' specialist areas carries out its own purchasing. In the first instance, enquiries should be addressed to:

Mr Tony Clark
 Head of Procurement Policy, COI Communications
 Hercules Road, London SE1 7DU. Tel 020 7261 8302
 Email: tony.clark@coi.gsi.gov.uk
 Web: www.coi.gov.uk

CIVIL SERVICE COLLEGE DIRECTORATE (CMPS)

The Civil Service College has ceased to be an Executive Agency of the Cabinet Office and is now a Directorate within CMPS (the Cabinet Office's Centre for Management and Policy Studies).

CMPS provides training, development and related consultancy services to the public sector and outside organisations. Its main purchasing areas include:

- information technology; facilities management-related equipment and services
- audio-visual equipment; educational supplies; consumables for residential facilities; library items such as books, periodicals and publications; printing and publicity services

Information technology

Mr I Hall
 Head of Information Systems Service
 CMPS, Sunningdale Park, Larch Avenue, Ascot, Berkshire SL5 0QE
 Email: i.hall@college-cmps.gsi.gov.uk

Facilities management-related equipment and services

Mr J Watt
 Head of Facilities
 Email: j.watt@college-cmps.gsi.gov.uk

Library items

Mr C Mallett
 Librarian
 Email: chris.mallett@college-cmps.gsi.gov.uk

Printing and publicity services

Mr J Webb
 Head of Marketing
 Email: jonathan.webb@college-cmps.gsi.gov.uk

Other products and services

Mr M Timmis
 Director of Finance and Facilities Service
 Email: michael.timmis@college-cmps.gsi.gov.uk

All telephone enquiries should be directed through the main switchboard on:

Tel: 01344 634000
 Web: www.cmps.gov.uk

COUNCIL FOR THE CENTRAL LABORATORY OF THE RESEARCH COUNCILS (CCLRC)

CCLRC was established by Royal Charter in 1 April 1995 as an independent body in public ownership alongside the Research Councils. The Rutherford Appleton Laboratory at Chilton, its outstation at Chilbolton, Hampshire, and the Daresbury Laboratory near Warrington, Cheshire, are now managed as a single entity known as the Central Laboratory under the direction of the CCLRC.

The CCLRC's main function is the support of Research Council-funded scientific, engineering and technology programmes.

CCLRC spends about £50 million a year on a wide range of goods and services, including:

- engineering plant and equipment; building works and civil engineering; IT supplies and maintenance; software; scientific and electrical equipment; electronics; lasers; optics; gases; chemicals; office machinery; furniture; stationery; printing and publications; domestic and site services; consultancies

Contact:

Petula Carter
 Head of Procurement Stores, Purchasing Group
 CCLRC, Rutherford Appleton Laboratory
 Chilton, Didcot, Oxfordshire OX11 0QX
 Tel: 01235 445467 445515
 Fax 01235 445794
 Email: p.a.carter@rl.ac.uk
 Web: www.cclrc.ac.uk

THE COURT SERVICE

The Court Service is responsible for the staffing and running of all the civil and criminal courts in England and Wales (except the Magistrates' Courts – whose purchases are dealt with by local authorities).

It purchases items including:

- stationery; office machinery and related supplies; office furniture; IT equipment;
- consultancy

Apply to:

Mrs Ruth MacDermott
 The Court Service, Procurement Unit
 2nd Floor, Southside, 105 Victoria Street, London SW1E 6QT
 Tel: 020 7210 1882
 Fax: 020 7210 2183
 Email: ruth.macdermott@courtservice.gsi.gov.uk
 Web: www.courtservice.gov.uk

CROWN PROSECUTION SERVICE (CPS)

The Crown Prosecution Service (CPS) is responsible for the independent review and conduct of criminal proceedings instituted by police forces in England and Wales.

It purchases supplies and services for the following requirements:

- IT services; building facilities services; consultancy and training services; telecommunications equipment and services; office furniture; stationery; print and office machinery.

Suppliers should regularly check the *Official Journal (OJEU)* and *Government Opportunities' Contrax Weekly*, which will provide information about tendering opportunities.

Enquiries should be sent in writing to:

Crown Prosecution Service
 Procurement and Commercial Services
 50 Ludgate Hill, London EC4M 7EX.
 Web: www.cps.gov.uk

HM Customs and Excise (HMCE)

HM Customs and Excise is responsible for collecting and managing VAT and excise duties, collecting customs duties and agricultural levies on behalf of the European Union, and compiling trade statistics. It is also responsible for fighting drug trafficking and enforcing import and export controls on prohibited and restricted goods such as endangered species and illicit weapons.

HM Customs and Excise has offices throughout the UK with headquarters in London, Liverpool, Manchester and Southend. The work of the department is broadly split into two streams – Business Services & Taxes and Law Enforcement – with a small central core of support services.

Commerce Division

The HM Customs and Excise Commerce Division is a central unit responsible for procurement and contract management policy, providing support and advice, undertaking major procurement projects, initiating national contracts for widely used goods and services, training purchasing staff and overseeing all EC/GATT purchases.

Goods and Services

HM Customs and Excise purchases a whole range of general office supplies and services including:

- office machines; stationery; printing; furniture; consultancy; instruments; sampling equipment; marine fittings; repair and maintenance services for both vessels and vehicles

Contracts for the department are let competitively. Like other public authorities, it is subject to a series of EU Directives, which dictate the procedures it must follow when purchasing goods, services and works over certain values. Contracts with a value expected to exceed certain threshold values have to be advertised in the *Official Journal of the European Union*.

The department also advertises its purchasing requirements in various trade journals, specialist publications and in *Contrax Weekly*.

To obtain more information about tendering for HMCE contracts, and to request a copy of the booklet *Selling to HM Customs and Excise – a guide for all potential suppliers*, write to the following address or visit www.hmce.gov.uk

HM Customs and Excise, Commerce Division
 Ralli Quays, 3 Stanley Street, Salford M60 9LA.
 Tel: 0161 827 0267
 Fax: 0161 827 0270

DEPARTMENT FOR CULTURE, MEDIA AND SPORT

The Department for Culture, Media and Sport is responsible for government policy on the arts, sport, the National Lottery, libraries, museums and galleries, broadcasting, film, press freedom and regulations, heritage and tourism.

Although the department is small, it also has responsibility for one Executive Agency and a large number of sponsored bodies. Guidance on the work of the department and its sponsored bodies is available at www.culture.gov.uk or from the contact address below.

The department has already outsourced the majority of its central support services, including its information technology requirements. Purchases of goods and other services are limited to the relatively small needs of the core department.

Contracts and purchasing is organised centrally within the core department. Anyone wishing to supply the department should write in the first instance to:

Procurement Team, Department for Culture, Media and Sport
 Personnel and Central Services Division, 2-4 Cockspur Street, London SW1Y 5DH

DEPARTMENT FOR EDUCATION AND SKILLS (DfES)

The Department for Education and Skills operates from four major sites at Sheffield, Darlington, Runcorn and London. Commodity-based teams do most of the purchasing, which consists of the usual spread of office equipment and services. The DfES has no special requirements.

Businesses who wish to introduce themselves to the DfES should send details of their business to:

DfES, Central Policy Team, Room E6B, Moorfoot, Sheffield S1 4PQ
 Tel: 0114 259 3226. Web: www.dfes.gov.uk/procurement/default4.shtml

DEPARTMENT FOR ENVIRONMENT, FOOD AND RURAL AFFAIRS (Defra)

Through its network of purchasing staff in the core department and its Executive Agencies, Defra spends in the region of £400 million each year on a wide range of goods and services.

The Procurement and Contracts Division, based in London, sets national agreements for the supply of many products and services.

The goods and services purchased by the department include:

- advertising; facilities management; building management; research and development; consultancy, printing; agricultural machinery; animal foodstuffs; computer hardware and software; office machinery; office cleaning; furniture; protective clothing; laboratory consumables; photographic equipment; consumables; telecommunications; veterinary products

Suppliers wishing to sell to Defra should in the first instance write, email or telephone their enquiries to:

Mr Pat Walters or Mr Alan Wallace
 Procurement and Contracts Division
 Department for Environment, Food and Rural Affairs
 Room 821, 19-29 Woburn Place, London WC1H 0LU
 Tel: 020 7273 8918
 Email: pat.walters@defra.gsi.gov.uk or alan.walters@defra.gsi.gov.uk
 Web: www.defra.gov.uk

DEPARTMENT FOR INTERNATIONAL DEVELOPMENT

The Department for International Development finances substantial purchases of goods and associated services for the benefit of developing countries, in all fields except military equipment, luxury goods or tobacco-related products. Procurement is normally undertaken by the Department's registered agents.

Contact the Department for International Development's registered general procurement agents at:

Crown Agents
 St Nicholas House, St Nicholas Road, Sutton SM1 1EL
 Tel: 020 8643 3311
 Fax: 020 8643 8232
 Web: www.crownagents.com
SWK Limited
 Scott House, Basing View, Basingstoke RG21 4JG
 Tel: 01256 461161
 Fax: 01256 460582
Charles Kendall and Partners
 7 Albert Court, Prince Consort Road, London SW7 2BJ
 Tel: 020 7591 4931
 Fax: 020 7584 1393
 Email: jpovey@charleskendall.com
 Web: www.charleskendall.com
International Procurement Agency (IPA)
 PO Box 190, 1400 AD Bussum, Netherlands
 Tel: 00 31 35 6915077
 Fax: 00 31 35 6936016
 Email: info@ipa-bv.nl

For general procurement queries contact:

Gerry O'Connor
 Tel: 01355 843644

Further information can be obtained from:

Management Services Section – Policy and Procurement Unit
 Department for International Development
 Abercrombie House, Eaglesham Road, East Kilbride, Glasgow G75 8EA
 Web: www.dfid.gov.uk

DEPARTMENT FOR TRANSPORT (DfT)

The Department for Transport's headquarters organisation is known as DfT Central (DfT (C)). DfT has six Executive Agencies. DfT (C) develops and implements departmental policy. The main role of the Executive Agencies is delivery of services direct to the public.

For procurement and selling to the Department for Transport, see:

Web: www.dft.gov.uk/stellent/groups/dft_about/documents/page/dft_about_503211-01.hcsp

Alternatively, write to:

Department for Transport, Procurement and Estates Division
 Procurement Policy and Strategy Team
 D Floor, Ashdown House, Sedlescombe Road North
 St Leonards-on-Sea TN37 7GA
 Tel: 020 7944 8484
 Web: www.dft.gov.uk

DEPARTMENT FOR WORK AND PENSIONS (DWP)

DWP business is conducted within discrete areas of work, such as Job Centre Plus and the Pension Service, with a small central headquarters. Procurement in the DWP is carried out within centrally controlled centres of expertise, split into commodity groups.

The procurement and management of corporate supply contracts, such as general goods and services, is undertaken by the department on behalf of the individual business units as mentioned above.

Most of the supply requirements of the DWP are advertised in the *Official Journal of the European Union*, the national press and trade journals.

Further information can be obtained from the respective areas of work, with your initial point of contact being:

Alan Dowlman
 Department for Work & Pensions
 Procurement Services, Ground Floor East
 1 Trevelyan Square, Boar Lane, Leeds LS1 6EB
 Email: Alan.Dowlman@dwp.gsi.gov.uk

In addition, Job Centre Plus contracts with various organisations to provide a very wide range of services, which will help its individual customers