

240509 (129) FOI Office Supplies

From: [Freedom of Information](#)
To: [REDACTED]
Cc: [Freedom of Information](#)
Subject: Freedom of Information Request - Spend on Office Supplies and Associated Products
Date: 09 May 2024 09:54:13
Attachments: [REDACTED]

Dear [REDACTED],

Thank you for your freedom of information request of 18 April 2024. We are responding to you under the Freedom of Information (Scotland) Act 2002.

FOI REQUEST (18 April 2024)

1. Spend on Office supplies and associated products for the below financial years.
 - 1st April 2022 – 31st March 2023
 - 1st April 2023 – 31st March 2024
2. Start date & duration of Contract?
3. Is there an extension clause in the contract and, if so, the duration of the extension?
4. Has a decision been made yet on whether the contract is to be either extended or renewed?
5. Who is the senior officer (outside of procurement) responsible for the contract?
6. Name of Incumbent Supplier?
7. How long have you traded with them?
8. If you publish your register of contracts and purchasing, can you please provide a website link.
9. In addition, can you confirm if you have a contract in place for Tail End Spend.

FOI RESPONSE

1. 2022 – 2023 £7249.78 (inc. VAT where applicable)
2023 – 2024 £3290.31 (inc. VAT where applicable)
2. n/a – ad-hoc call-off purchases against Scottish Government Framework Agreement for the provision of General Office Supplies
3. n/a
4. n/a
5. Facilities, Health and Safety Manager. Email [REDACTED]
6. Lyreco
7. Since Oct '21
8. <https://www.southofscotlandenterprise.com/media/5gohqipo/public-contracts-register.pdf> This link holds the latest contracts register which is currently being updated.
9. No contract in place.

You have the right to request a review of the way in which this request has been processed. Should you wish to exercise this right, you will need to contact us within 40 working days of receipt of this email.

If you remain dissatisfied on completion of the review, you have the right to appeal to the Office of the Scottish Information Commissioner and thereafter to the Court of Session on a point of law only:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Telephone: 01334 464610
<http://www.itspublicknowledge.info>
or for online appeals:
www.itspublicknowledge.info/Appeal

Regards,
SOSE Corporate Relations
FOI@sose.scot



www.southofscotlandenterprise.com