

**Freedom of Information Request**

**Ref: 23-152**

3 March 2023

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

- We can confirm that we do hold the information you are requesting

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

**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?**

OJEU contract ref RFT32646

**2. What is the annual spend on printed stationery for the organisation and what % of spend is ad-hoc?**

Printed stationery spend with contractor is approximately £160K pa (UHBW).

We cannot provide the ad-hoc spend. Please note, the Trust does not hold the data in a format that would enable us to fully respond to your request to the level of detail required and a manual trawl for this information would significantly exceed the 18 hours limit set down by the FOI as the reasonable limit. Section 12 of the FOIA provides that we are not obliged to spend in excess of 18 hours in any sixty-day period locating, retrieving and identifying information in order to deal with a request for information and therefore we are withholding this information at this time.

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

The contract was awarded in December 2019, with contract start January 2020. Primary term is 3 years, plus option to extend for additional 2 years.

**4. Who is the current contracted supplier?**

LG Davis.

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

**supplier?**

The stock is held by the contracted supplier.

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

Yes, [Communications@uhbw.nhs.uk](mailto:Communications@uhbw.nhs.uk)

**7. For the further conversation, who is the main contact within the trust to discuss ongoing print contracts?**

The Trust's Print and Programme Manager (the role is part of the Communications team) at [Communications@uhbw.nhs.uk](mailto:Communications@uhbw.nhs.uk)

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Data Protection Officer  
University Hospitals Bristol and Weston NHS Foundation Trust  
Trust Headquarters  
Marlborough Street  
Bristol  
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Publication**

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

**Freedom of Information Team**

