

Dear

## FREEDOM OF INFORMATION – OFFICE STATIONERY

I write in response to your request for information in relation to spend on office stationery in NHS Lothian.

Question:

1. Please provide spend on office supplies and associated products for the below financial years. 1st April 2022 – 31st March 2023; 1st April 2023 – 31st March 2024.

Answer:

The information you have requested is detailed in the table below:

| Office stationery spend, NHS Lothian |          |
|--------------------------------------|----------|
| Year                                 | Spend    |
| 2022-23                              | £626,268 |
| 2023-24                              | £776,014 |

Question:

2. Please provide the Start date and 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.

**Answer:**

The contract is held nationally for NHS Scotland by NHS National Services Scotland National Procurement. You will be able to request the contract details directly from NHS National Services Scotland.

I hope the information provided helps with your request.

If you are unhappy with our response to your request, you do have the right to request us to review it. Your request should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If our decision is unchanged following a review and you remain dissatisfied with this, you then have the right to make a formal complaint to the Scottish Information Commissioner within 6 months of receipt of our review response. You can do this by using the Scottish Information Commissioner's Office online appeals service at [www.itspublicknowledge.info/appeal](http://www.itspublicknowledge.info/appeal). If you remain dissatisfied with the Commissioner's response you then have the option to appeal to the Court of Session on a point of law.

If you require a review of our decision to be carried out, please write to the reviewer at the address at the top of this letter. The review will be undertaken by a Reviewer who was not involved in the original decision-making process.

FOI responses (subject to redaction of personal information) may appear on NHS Lothian's Freedom of Information website at: <https://org.nhsllothian.scot/FOI>

Yours sincerely

**ALISON MACDONALD**  
**Executive Director of Nursing Midwifery and AHPs**  
Cc: Chief Executive