

## LIST OF SUPPLIERS AND ESTIMATES/TENDERING PARAMETERS

A definitive list of suppliers has now been published on the in-house intranet, thus enabling managers to know which companies are authorised suppliers, from whom they may make purchases. There is a mechanism whereby new suppliers have to be approved by the Chief Executive and Finance Director. A copy of the webpage is attached for the Committee's information.

Until now where expenditure on a purchase is to exceed £10,000, three written quotes are required. Where expenditure is to exceed £30,000, three formal tenders are required.

The policy needs modification as the process is cumbersome and the limits are quite low.

**The Committee is asked to discuss re-setting the limits especially where existing suppliers and relationships are continuing.**

Examples where we might not wish to obtain quotes or to tender are:

Bircham Dyson Bell (Jonathan Bracken) £175,000 budgeted in 2004/5.

Purbrooks (Annual Report) £30,000

An example of where we might well tender is:

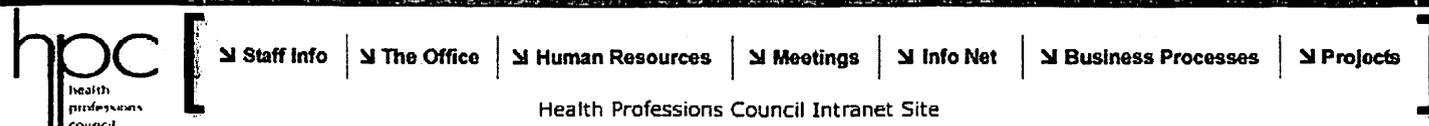
Building works (Front elevation and outside paintwork) £70,000.

Action

① 3 years Rolling "Tenders"

② £ 30 K limit

③ List re Tenders.



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## HPC Supplier List

The official list of suppliers which follows shows details of the current list of authorised suppliers where expenditure exceeds £500 in any one year. Wherever possible, budget managers are required to use these suppliers. (Note that this list does not include partners, staff or one-off suppliers where expenditure of less than £500 is anticipated in any one year.)

Should there be a need to use a new supplier for goods/services not previously required or where a change is considered necessary for financial or operational reasons, a new supplier form is required (see forms section), which must justify the need for the use of the new supplier. This form will need to be signed off by the Chief Executive and Finance Director.

## Tendering

Where expenditure on a purchase is to exceed £10,000, three written quotes are required. These should be attached to the copy purchase order passed to Finance. Where expenditure is to exceed £30,000, three formal tenders are required. It is the responsibility of the budget manager to tender for the supply of goods or services with guidance from the Finance Department if required.

## Suppliers sorted by department

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## Communications

Description	ACCOUNT_NAME	ADDRESS	PHONE	#
Christmas Cards	ART IN DESIGN LIMITED	46 COPPERFIELD STREET, LONDON, SE1 ODY	0207 928 4040	1608
Conferences	HARROGATE MANAGEMENT CENTRE	87 SKIPTON ROAD, HARROGATE, HG1 4LF	1423506611	357
Conferences	INFORMA UK LIMITED	ENTERPRISE HOUSE, 45 STATION APPROACH, WEST BYFLEET, SURREY, KT14 6NN		1000
Customer Services Training	GB TRAINING & CONSULTING	4 BRACKENWOOD, NAPHILL, BUCKINGHAMSHIRE, HP12 4TD	01494 564675	1638
Focus Groups	BOX_OF_TRICKS LTD	14 THE MEWS, REAR OF ST MARY'S ROW, MOSELEY, BIRMINGHAM, B13 8JG		1229
Lanyards	GIFT SELECTION	CENTURION HOUSE, CENTURION WAY, FARINGTON, PRESTON, PR5 2GR	0870 872 8750	879
Lobbying	HAWKSMERE PLC	12-18 GROSVENOR GARDENS, LONDON, SW1W 0DH		1547
Mailing	OUTSIGHT LIMITED	52 UPPER STREET, LONDON, N1 0QH		1250

Market Research	OPINION LEADER RESEARCH	5TH FLOOR, HOLBORN GATE, 330 HIGH HOLBORN, LONDON, WC1V 7QG	756
Media Disk Subscription	WAYMAKER LTD	CHESS HOUSE, 34 GERMAIN STREET, CHESHAM, BUCKS, HP5 1SJ	1275
Media Information	ADVANCE MEDIA INFORMATION LTD	KINGSTON HOUSE, COOMBE ROAD, KINGSTON-UPON-THAMES, KT2 7AD	0208 547 0077 1559
Parliamentary Website & Subscription	PARLIAMENTARY COMMUNICATIONS	LTD, 1ST FLOOR LESLEY COURT, 23-33 STRUTTON GROUND, LONDON, SW1P 2HZ	1377
PR Advisors	GOOD RELATIONS LTD	HOLBORN GATE, 26 SOUTHAMPTON BUILDINGS, LONDON, WC2A 1PQ	0207 861 2463 895
Print design (Coupled with Purbrooks)	ORBITAL	22-276 STANNARY STREET, KENNINGTON, LONDON, SE11 4AA	746
Stationery	CHAMBERS PENCILS	ACTON ROAD, LONG EATON, NOTTINGHAM, NG10 1FU	0115 946 1423 838
Stationery & Mailing	OUTMERE DIRECT MAIL LTD	DATABASE MARKETING LTD, UNITS 1-6 WELLINGTON ROAD, WIMBLEDON, LONDON, SW19 8EX	0208 947 7577 955
Translations	PLAIN ENGLISH CAMPAIGN LTD	PO BOX 3, NEW MILLS, HIGH PEAK, , SK22 4QP	01663 744409 787
Translations	ROEVIN MANAGEMENT SERVICES LTD	UNIT 11, STEWARTS QUAY, PRINTING HOUSE LANE, HAYES, MIDDLESEX, UB3 1AP	1076
Translators	J C FORTESCUE	3 KING DICKS LANE, ST GEORGE, BRISTOL, , BS5 8HN	1179557992 216
Translators	TROSOL	UNED 1, CWRT Y PARC, TY GLAS, LLANISIEN, CAERDYDD, CF14 5GH	029 2075 0760 754

## Consultants

Description	ACCOUNT_NAME	ADDRESS	PHONE	#
Lawyers	BIRCHAM DYSON BELL	50 BROADWAY, WESTMINSTER, LONDON, , SW1H OBL	0207 227 7000	673
Lawyers	ORMERODS	GREEN DRAGON HOUSE, 64-70 HIGH STREET, CROYDON, CR0 9XN		513
Consultants	NEWCHURCH LIMITED	CAUSEWAY HOUSE, THE CAUSEWAY, TEDDINGTON, MIDDLESEX, TW11 0JR	0208 783 3300	627

## Finance

Description	ACCOUNT_NAME	ADDRESS	PHONE	#
Auditors	BDO STOY HAYWARD	EMERALD HOUSE, EAST STREET, EPSOM, SURREY, KT17 1HS	01372 734300	508
Auditors	NATIONAL AUDIT OFFICE	157-197 BUCKINGHAM PALACE ROAD, VICTORIA, LONDON, , SW1W 9SP		1507
Finance Software	SAGE (UK) LTD	SAGE HOUSE, BENTON PARK ROAD, NEWCASTLE UPON TYNE, , NE7 7LZ	0191 255 3000	374
Sage Software Support	DIGITAL QUILLS LIMITED	114-115 TOTTENHAM COURT ROAD, LONDON, W1T 5AH	2073832338	283

## Fitness to Practise

Description	ACCOUNT NAME	ADDRESS	PHONE	#
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Disc Transwriter (Legal)	MARTEN WALSH CHERER	MIDWAY HOUSE, 27/29 CURSITOR STREET, LONDON, EC4A 1LT	0207 405 5010	669
Lawyers	KINGSLEY NAPLEY	KNIGHTS QUARTER, 14 ST JOHN'S LANE, LONDON, EC1M 4AJ	0207 814 1200	516

**HR**

Description	ACCOUNT_NAME	ADDRESS	PHONE	#
Lawyers (HR matters)	PINSENT CURTIS BIDDLE	3 COLMORE CIRCUS, BIRMINGHAM, B4 6BH	0121 200 1050	872
Pay Advice	CRONER REWARD LIMITED	REWARD HOUSE, DIAMOND WAY, SONE BUSINESS PARK, SONE, STAFFORDSHIRE, ST15 OSD	01785 813566	1590
Personal Performance Consultants	PERSONAL PERFORMANCE CONSULTAN	4200 NASH COURT, JOHN SMITH DRIVE, OXFORD BUSINESS PARK SOUTH, OXFORD, OX4 2RU		894
Room Hire	REGUS	SALES LEDGER DEPARTMENT, PO BOX 426, BELFAST, , BT1 3YD		1180
Subscriptions	CRONER	145 LONDON ROAD, KINGSTON UPON THAMES, SURREY, KT2 6SR	2085472637	470
Temporary Staff	COVENT GARDEN BUREAU	LILLY HOUSE, 13 HANOVER SQUARE, LONDON, W1S 1HN	0207 495 8822	615
Temporary Staff	HAYS IT	HAYS HOUSE, 4 ST GEORGES SQUARE, NEW MALDEN, SURREY, KT3 4JQ		1074
Temporary Staff	ROBERT HALF LIMITED	WASHINGTON HOUSE, INTERNATIONAL SQUARE, OFF STARLEY WAY, BIRMINGHAM, B37 7GN	0121 767 6100	556
Training Courses	CAPITA BUSINESS SERVICES LTD	2ND FLOOR,, DEAN BRADLEY HOUSE, 52 HORSEFERRY ROAD, LONDON, SW10 2AF		905

**IT**

Description	ACCOUNT_NAME	ADDRESS	PHONE	#
Computer Equipment	DELL PRODUCTS	C/O P.O. BOX 69, BRACKNELL, BERKSHIRE, , RG12 1GG		507
Computer Equipment	INSIGHT DIRECT (UK) LIMITED	ALPERTON HOUSE, BRIDGEWATER ROAD, WEMBLEY, MIDDLESEX, HAO 1EH	08701 66 99 33	672
Escrow Agreement (Sample of LISA Code)	NCC SERVICES LIMITED	MANCHESTER TECHNOLOGY CENTRE, OXFORD ROAD, MANCHESTER, M1 7ED		1124
IT - Antivirus rental	STAR INTERNET LTD	MERCHANTS HOUSE, LOVE LANE, CIRENCESTER, GLOUCESTERSHIRE, GL7 1YG	01285 884400	784
IT Consultants	IT GLOBAL (UK) LTD	THE OLD FIRE STATION, 140 TABERNACLE STREET, LONDON, , EC2A 4SD		1256
IT Consultants (LISA)	DIGITAL STEPS LIMITED	c/o FAIRFIELD HOUSE, FAIRFIELD AVENUE, STAINES, SURREY, TW18 4AQ	01483 469480	62
IT Equipment	ACARDIA LTD	ATRIUM COURT, THE RING, BRACKNELL, BERKSHIRE, RG12 1BW		1155
IT Equipment	BORLAND (UK) LIMITED	8 PAVILIONS, RUSCOMBE BUSINESS PARK, TWYFORD, BERKSHIRE, RG10 9NN		1175
IT Sundries	INTEK SYSTEMS LTD	20 ST HELENS ROAD, BOLTON, BL3 3NH	01204 64040	1573
IT Sundries	MONDER LTD	THE BUS WORKS, 70-71 NORTH ROAD, KINGSTON, M7 0DD	0270 747 6200	1624

IT Sundries	ITUNDEK LTD	THE BUS WORKS, 39-41 NORTON ROAD, ISLINGTON, IV7 9DP	0670 747 6299	1034
IT Sundries	MISCO	DARBY CLOSE, PARK FARM SOUTH, WELLINGBOROUGH, NORTHAMPTONSHIRE, NN8 6GS	8707208730	288
IT Sundries	SOLARWINDS UK LIMITED	SHIPRODS FARM, BASHURST HILL, SLINFOLD, WEST SUSSEX, RH13 0PD		1414
Old Registration System	CARE BUSINESS SOLUTIONS	OCKFORD MILL, OCKFORD MILL RD, GODALMING, SURREY, , GU7 1RH	1483860001	495
Software Licences	GB GROUP PLC	WINSTER HOUSE, HERONS WAY, CHESTER BUSINESS PARK, CHESTER, CH4 9GB	01244 657333	1122
Software Licenses	COMMAND SOFTWARE SYSTEMS UK	LTD, MILLBANK TOWER, MILLBANK, LONDON, SW1P 4QP	0207 931 9301	1633
Subscriptions - Business Systems	TRIBUNE BUSINESS SYSTEMS	30 CITY ROAD, LONDON, , , EC1Y 2AY	0207 870 0000	1637

### Office Services

Description	ACCOUNT_NAME	ADDRESS	PHONE	#
Air Conditioning	GOLDSTAR AIR CONDITIONING LTD	22 HOWARD ROAD, COULSDON, SURREY, CR5 2EA		498
Archiving	RECALL SDS (UK) LTD	1 LAMB WALK, LONDON, SE1 3TT	0207 940 7871	1146
Car Park	ST MARYS NEWINGTON	PAROCHIAL CHURCH COUNCIL, THE PARISH OFFICE, 57 KENNINGTON PARK ROAD, LONDON, SE11 4JQ	0207 735 1894	663
Cash & Carry	BOOKER CASH & CARRY LTD	-		1580
Caterers	COUNTY CATERERS LTD	OAK PARK ESTATE, NORTHARBOUR ROAD, PORTSMOUTH, HAMPSHIRE, PO6 3TJ		1138
Caterers	FRASHARDS LTD	37D MILDWAY GROVE NORTH, LONDON, N1 4RH	2073595970	94
Caterers	MADEIRA STAR SNACK BAR	337 KENNINGTON ROAD, LONDON, SE11 4QE	0207 582 8778	1384
Caterers	THE PIE MAN FOOD COMPANY LTD	VENTURA HOUSE, 176-188 ACRE LANE, LONDON, SW2 5UL	2077377799	255
Catering / dishwasher supplies	DENTONS CATERING EQUIPMENT LTD	2-4 CLAPHAM HIGH STREET, LONDON, SW4 7UT	0207 622 7157	712
Cleaners	CLIENTCARE CLEANING LTD	243 WHITEHORSE ROAD, CROYDON, CR0 2HQ	0208683 3373	994
Confidential waste / recycling	RECALL LTD	55 NEW LYDENBERG STREET, CHARLTON, LONDON, SE7 8ND	08456 732255	505
Couriers	CHURCHILL EXPRESS	CHURCHILL HOUSE, 43 COLVILLE ROAD, ACTON, LONDON, W3 8BL	2089937575	97
Couriers	TNT (UK) LIMITED	PO BOX 4, RAMSBOTTOM, BURY, LANCS, BL0 9AR	2086655655	252
Couriers (Banking)	OMEGA EXPRESS SAME DAY LTD	CREDIT CONTROL DEPARTMENT, COMEWELL HOUSE, NORTH STREET, HORSHAM, WEST SUSSEX, RH12 1BQ	01403 264164	614
Disaster Recovery	NETWORK DISASTER RECOVERY	2 ENTERPRISE WAY, ASTON SCIENCE PARK, BIRMINGHAM, , B7 4BH	1213802000	203
Dish Washer	APE SERVICELINE	SERVICELINE HOUSE, MAXWELL ROAD, STEVENAGE, HERTFORDSHIRE, SG1 2EW	14388363080	397
Drinking Water Suppliers	CHARTERHOUSE WINE CO+B40MPANY LTD	PO BOX 100, BANBURY, OXFORDSHIRE, OX16 1SG	01775 720300	15
Electricity	ELECTRICITY DIRECT	-		671

Filing Systems	RACKLINE LIMITED	OAKTREE LANE, TALKE, NEWCASTLE UNDER LYME, STAFFS, ST7 1RX	01782 777666	1598
Fire Extinguishers	CHUBB FIRE LTD	PO BOX 37, CHUBB HOUSE, SUNBURY ON THAMES, MIDDX, , TW16 7SL	2088441666	332
Flowers	FLOWERSHOP	12 WINDMILL ROW, KENNINGTON, LONDON, , SE11 5DW	2077353996	294
Franking Machine & Stamps	FRAMA UK LTD	15 LIMES COURT, HIGH STREET, HODDESDON, HERTS, EN11 8EP	01992 45 11 25	1042
Furniture	BUSINESS SEATING & DESKING	307-311 GOSBROOK ROAD, CAVERSHAM, READING, , RG4 8DY	0118 956 6010	408
Furniture	WORKSTATION	28 ST JOHN'S LANE, LONDON, EC1M 4BU		1053
Furniture - Chairs	WOODALLS	62-72 DALMAIN ROAD, FOREST HILL, LONDON, SE23 1AT		1073
Gas	BRITISH GAS	PAYMENT AREA 3, CAMBERLEY, GU95 1AE		877
Hire (Crates etc)	ATKINSON CONTRACT SERVICES	WAYSIDE COMMERCIAL ESTATE, ALFREDS WAY, BARKING, ESSEX, IG11 0AQ		874
Lift Maintenance	PORN DUNWOODY ERS (LIFTS) LTD	UNITS 6 BERMONDSEY TRADING, ESTATE, ROTHERHITHE NEW ROAD, LONDON, SE16 3LL	2072611162	280
Light Refreshments	WINE SOCIETY	GUNNELS WOOD, STEVENAGE, HERTS, SG1 2BG	01438 741177	
Milk	DAIRY CREST LTD	STREATHAM, LONDON, SW16		1027
Mobile Phones	VODAFONE LIMITED	PO BOX 549, CROYDON, SURREY, CR9 3WB		836
Office Suppliers	M P MORAN & SONS LTD	293/301 KILBURN HIGH ROAD, LONDON, NW6		497
Office Supplies (Sundry)	ANGLO OFFICE SUPPLIES	UNIT 1-2 DULWICH BUSINESS CTR, MALMAM ROAD, FOREST HILL, , SE23 1AQ	2086997560	39
Old Travel Agent	HARRY WEEKS TRAVEL GROUP	TEMPLEGATE HOUSE, 115-123 HIGH STREET, ORPINGTON, , BR6 0LG	8706077007	422
Photocopiers	XEROX (UK) LIMITED	PO BOX 4017, WORTHING, WEST SUSSEX, , BN14 8RJ		227
Photocopying	XEROX BUSINESS SERVICES	PO BOX 51, BRIDGE HOUSE, OXFORD ROAD, UXBRIDGE, MIDDLESEX, UB8 1HS	0161 931 3965	1149
Plumbing	THE VICTORY	BARLOW STREET, LONDON, SE17 1HW	0207 277 4000	745
Postage	ROYAL MAIL	PETERBOROUGH MAIL CENTRE, PYPYRUS ROAD, WERRINGTON, PETERBOROUGH, PE4 5PG	1733382660	462
Postage (Franking)	PITNEY BOWES LIMITED	PO BOX 42, HARLOW, ESSEX, CM19 5DQ	1279641000	323
Printers	PURBROOKS LTD	22-26 STANNARY STREET, KENNINGTON, LONDON, , SE11 4AA	020 7735 9142	837
Printers (Mainly Photocopying)	SERVICE POINT	161-165 FARRINGDON ROAD, LONDON, EC1R 3AL	0207 407 0606	512
Printers (Retention Notices)	EUROPA QUALITY PRINT	UNIT 2 & 27 KENCOT CLOSE, EAST THAMESMEAD BUSINESS PK, ERITH, KENT, DA18 4AB		1497
Printers and Distributors	SD MAILING	UNIT 1, EVELINE ROAD, MITCHAM, SURREY, CR4 3LE	0208 640 6002	1482
Room Hire	EVANGELICAL ALLIANCE	WHITEFIELD PARK, 186 KENNINGTON PARK ROAD, LONDON, , SE11 4BT	2072072100	173
Security	CHUBB ELECTRONIC SECURITY LTD	PO BOX 234 CHUBB HOUSE, STAINES ROAD WEST, SUNBBURY-ON-THAMES, MIDDLESEX, TW16 7XZ	01932 785588	341
Security	SECOM PLC	52 GODSTONE ROAD, KENLEY, SURREY, , CR8 5JF	2086455400	189
Security	INTERIORS OF RICHMOND LTD	60 KEN ROAD, RICHMOND, SURREY, TW9 3BB	0208 222 1200	1501

Shelving	INTERIORS OF RICHMOND LTD	96 KEW ROAD, RICHMOND, SURREY, , TW9 2PQ	0208 332 1388	1094
Stationers	VIKING DIRECT	PO BOX 279, LEICESTER, , , LE3 1YU		230
Storage (Brochures)	ACCESS STORAGE SOLUTIONS	61 WILLOW WALK, LONDON, SE1 5SF	0207 740 3006	1274
Surveyors	STUDIO CALLAGHAN	STUDIO CALLAGHAN, 141 KENNINGTON PARK ROAD, LONDON, , SE11 4JJ		1396
Taxis	COMPUTER CAB PLC	TAXI HOUSE, WOODFIELD ROAD, LONDON, , W9 2BA		620
Telephone	BT TELEPHONE PAYMENT CENTRE	DURHAM, DH98 1BT	0800 800 156	674
Telephone System	UNIVERSAL OFFICE AUTOMATION	18 HARTHAM LANE, HERTFORD, HERTS, SG14 1QN		753
Toilet rolls & Tea Towels	INITIAL TEXTILE SERVICES	UNIT 7 THE QUADRANGLE, PREMIER WAY, ROMSEY, SO51 9AQ	01794 515605	510
Toilet Sundries (Soaps etc)	PHS GROUP PLC	WESTERN INDUSTRIAL ESTATE, CAERPHILLY, CF83 1XH	029 2085 1000	439
Waste Disposal	BIFFA WASTE SERVICES LTD	CORONATION ROAD, CRESSEX, HIGH WYCOMBE, BUCKS, HP12 3TZ		1107
Water Supply	THAMES WATER	CUSTOMER SERVICES, PO BOX 234, SWINDON, , SN38 3TW		782
Watercoolers	NESTLE WATERCOOLERS	-		

### Property Services

Description	ACCOUNT_NAME	ADDRESS	PHONE	#
Builders	PARKERAY LIMITED	MITRE HOUSE, 9-15 HIGH STREET, SUTTON, SURREY, SM1 1DF	0208 642 1992	1026
Insurance	ALEXANDER FORBES RISK SERVICES	UK LTD, 7TH FLOOR, VANTAGE POINT, NEW ENGLAND ROAD, BRIGHTON, BN1 4GW	01775 768581	755
Space Planners	DEGW	PORTERS NORTH, 8 CRINAN STREET, LONDON, N1 9SQ	0207 239 7777	501
Surveyors	BERNARD WILLIAMS ASSOCIATES	KINGS HOUSE, 32-40 WIDMORE ROAD, BROMLEY, KENT, BR1 1RY	2084601111	1001
Surveyors & Valuers	DRIVERS JONAS	6 GROSVENOR STREET, LONDON, W1K 3DJ	0207 896 8000	1636

### Travel

Description	ACCOUNT_NAME	ADDRESS	PHONE	#
Travel Agent	P&O TRAVEL LIMITED	CENTRAL HOUSE, 25 CAMPERDOWN STREET, LONDON, , E1 8DQ	0207 805 3830	1246