

# Office Supplies

30 January 2014

Cynulliad  
Cenedlaethol  
Cymru  
National  
Assembly for  
Wales



## Request for Information.

Thank you for your request received on 2 January in which you asked,

*I would like information relating to Assembly Members and the Assembly Commission:*

- 1. How much was spent on office supplies during the years: 2012-13; 2011-12 and 2010-11?*
- 2. Who supplies office supplies to your organisation?*
- 3. How much was paid to Lyreco, The Consortium; Viking Direct; Ryman - the Stationer; Staples; WH Smiths; Office Range; or any other stationery supplier in the years listed above?*

I will answer each question in turn.

1. & 3. The table below identifies the amounts spent by the Assembly Commission, including the spend of Assembly Members, on stationery and office supplies over the last three financial years. 2010-11 represented the financial year prior to the 2011 Assembly election where spending patterns ordinarily would be expected to reduce in the run up to the Assembly's dissolution.
2. As published on our contracts schedule, we have stationery contracts with Lyreco and Comcen. <http://www.assemblywales.org/future-contracts-schedule.xls>.

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E-bost/Email: [Buddug.Saer@wales.gov.uk](mailto:Buddug.Saer@wales.gov.uk)

Croesewir gohebiaeth yn y Gymraeg a'r Saesneg/We welcome correspondence in both English and Welsh

<b>Stationery 2010-11</b>	<b>Value</b>	<b>Stationery 2011-12</b>	<b>Value</b>	<b>Stationery 2012-13</b>	<b>Value</b>
Adverpro	-	Adverpro	-	Adverpro	365.98
Alpha Business centre	-	Alpha Business centre	19.54	Alpha Business centre	0.00
Amazon	205.80	Amazon	534.46	Amazon	925.79
Argos	-	Argos	34.98	Argos	19.99
Asda	-	Asda	-	Asda	24.46
ASAP Stamps LTD	-	ASAP Stamps LTD	54.20	ASAP Stamps LTD	-
Audiospares	-	Audiospares	16.02	Audiospares	-
Baileys	10.74	Baileys	-	Baileys	-
Biz Lady Essentials	96.00	Biz Lady Essentials	-	Biz Lady Essentials	-
BROOM INCENTIVES	-	BROOM INCENTIVES	-	BROOM INCENTIVES	595.80
Caboodle	71.84	Caboodle	21.79	Caboodle	-
CCL Ltd	88.59	CCL Ltd	-	CCL Ltd	-
CHAS HUNT & CO (CARD	4,689.95	CHAS HUNT & CO (CARD	7,773.20	CHAS HUNT & CO (CARD	4,389.60
CIPFA	-	CIPFA	-	CIPFA	459.30
COMCEN COMPUTER SUPP	34,115.99	COMCEN COMPUTER SUPP	13,787.06	COMCEN COMPUTER SUPP	11,242.90
Currys	-	Currys	62.96	Currys	73.98
Demco	-	Demco	-	Demco	172.79
DON GRESSWELL LTD	425.95	DON GRESSWELL LTD	265.62	DON GRESSWELL LTD	11.45
ESC Europe	-	ESC Europe	-	ESC Europe	23.40
Essential Sales	-	Essential Sales	-	Essential Sales	40.50
GRYPHON IT SOLUTIONS	-	GRYPHON IT SOLUTIONS	29.03	GRYPHON IT SOLUTIONS	-
House of Fraser	-	House of Fraser	-	House of Fraser	110.00
IKEA	-	IKEA	-	IKEA	56.00
In - house	21.97	In - house	1.30	In - house	-
KALAMAZOO SECURE SOL	63.92	KALAMAZOO SECURE SOL	-	KALAMAZOO SECURE SOL	-
Letts	21.98	Letts	-	Letts	-

LYRECO	12,926.06	LYRECO	52,784.97	LYRECO	65,827.38
MAIL SOLUTIONS LTD	6,770.40	MAIL SOLUTIONS LTD	7,828.70	MAIL SOLUTIONS LTD	8,723.79
Magic Whiteboard	102.92	Magic Whiteboard	-	Magic Whiteboard	-
Matthews & Sons	-	Matthews & Sons	-	Matthews & Sons	3.00
mymemory ltd	-	mymemory ltd	5.30	mymemory ltd	-
NC LEA NEWSAGENTS	1.25	NC LEA NEWSAGENTS	-	NC LEA NEWSAGENTS	-
Novatech Ltd	32.90	Novatech Ltd	101.94	Novatech Ltd	322.91
Office Furniture	-	Office Furniture	-	Office Furniture	152.40
Paperway	135.75	Paperway	-	Paperway	-
Paperwrite	87.32	Paperwrite	-	Paperwrite	-
Post Office	-	Post Office	-	Post Office	17.90
Quickdraw	-	Quickdraw	4.50	Quickdraw	-
ROYAL MAIL PARCELFOR	8,200.00	ROYAL MAIL PARCELFOR	56,800.00	ROYAL MAIL PARCELFOR	69,600.00
RECOGNITION EXPRESS	13.52	RECOGNITION EXPRESS	-	RECOGNITION EXPRESS	-
Rubber Stamps	-	Rubber Stamps	-	Rubber Stamps	4.16
Ryman Direct	-	Ryman Direct	17.28	Ryman Direct	-
Sageconm.com	59.99	Sageconm.com	-	Sageconm.com	-
SAINSBURYS	-	SAINSBURYS	-	SAINSBURYS	13.20
SB ELECTRONIC SYSTEM	141.01	SB ELECTRONIC SYSTEM	156.00	SB ELECTRONIC SYSTEM	-
Simply Boxes	126.45	Simply Boxes	-	Simply Boxes	-
Staples	47.08	Staples	11.47	Staples	11.49
Tesco	4.40	Tesco	-	Tesco	13.95
TMI	-	TMI	-	TMI	70.87
Trade scanners	-	Trade scanners	29.99	Trade scanners	-
Wales year Book	-	Wales year Book	75.00	Wales year Book	-
WH Smith	-	WH Smith	39.99	WH Smith	-
Y LOLFA CYF	460.26	Y LOLFA CYF	36.70		149.80
<b>Total</b>	<b>68,922.04</b>	<b>Total</b>	<b>140,492.00</b>	<b>Total</b>	<b>163,422.79</b>

Your request has been considered according to the principles set out in the Code of Practice on Public Access to Information. The code is published on our website at [http://www.assemblywales.org/abthome/about\\_us-commission\\_assembly\\_administration/abt-foi/abt-foi-cop-pub.htm](http://www.assemblywales.org/abthome/about_us-commission_assembly_administration/abt-foi/abt-foi-cop-pub.htm)

If you have any questions regarding this response please contact me. If you feel you have cause for complaint, please follow the guidance at the end of this letter.

Yours sincerely

**Buddug Saer**  
**Programme Officer**  
**National Assembly for Wales**

Cause for concern or complaint with your FOI response?

If you believe that I have not applied the Code correctly or have not followed the relevant laws, you may make a formal complaint to the Chief Executive and Clerk at the National Assembly for Wales, Cardiff Bay. Details of the Assembly's complaints principles are set out in the Code of Practice on Complaints available on the Internet at <http://www.assemblywales.org/conhome/con-complaint.htm>. Please advise me if you wish to receive a printed copy.

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