



Trade Remedies
Authority

Trade Remedies Authority
Premier House
60 Caversham Road
Reading
RG1 7EB

Ref:01 – 2024/25
9 May 2024

Freedom of Information: Spend on Office Supplies and Associated Products

Thank you for your email of 18 April 2024 in which you requested the following information:

“Spend on Office supplies and associated products for the below financial years.

- *1st April 2022 – 31st March 2023*
- *1st April 2023 – 31st March 2024*

Start date & duration of Contract?

Is there an extension clause in the contract and, if so, the duration of the extension?

Has a decision been made yet on whether the contract is to be either extended or renewed?

Who is the senior officer (outside of procurement) responsible for the contract?

Name of Incumbent Supplier?

How long have you traded with them?

If you publish your register of contracts and purchasing, can you please provide a website link.

In addition, can you confirm if you have a contract in place for Tail End Spend.”

Our response

Under the Freedom of Information Act 2000 ('the Act'), you have the right to:

- know whether we hold the information you require
- be provided with that information (subject to any exemptions under the Act which may apply).

The Trade Remedies Authority (TRA) is an executive non-departmental public body, sponsored by the Department for Business and Trade (DBT). The TRA currently falls under DBT's clustering agreement for the provision of office supplies. For further details of the full contract, you can contact DBT at FOI@businessandtrade.gov.uk.

However, we can provide you with details of the spend on office supplies and associated products for the TRA as follows:

- 1st April 2022 to 31st March 2023 the amount spent was £6,062.40 excl. VAT.
- 1st April 2023 to 31st March 2024 the amount spent was £3,211.84 excl. VAT.

Appeals procedure

If 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 request and should be addressed to Knowledge and Information Management:

Knowledge and Information Management
Trade Remedies Authority
Premier House
60 Caversham Road
Reading
RG1 7EB

Email: InformationRights@traderemedies.gov.uk

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

Yours sincerely,

Information Rights

Trade Remedies Authority

E: InformationRights@trade.remedies.gov.uk