

15 May 2024

## Your request for information under the Freedom of Information (Scotland) Act 2002 (“the Act”)

Thank you for your request for information, which was received by VisitScotland on 18 April at 2.20pm requesting the following information:

1. Spend on Office supplies and associated products for the below financial years.
  - i. 1st April 2022 – 31st March 2023
  - ii. 1st April 2023 – 31st March 2024
2. Start date & 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.

You further clarified your request on 7 May in response to a request for clarification from us to confirm that:-

*“I would like information on your spend on Office Supplies (stationery), Paper, Ink and Toner.*

*Ideally all spend that is identified under the following CPV Code.*

*30000000 – Office and computing machinery, equipment and supplies except furniture and software packages I had added a description below.*

*Office and computing machinery, equipment and supplies except furniture and software packages code description The category “Office and computing machinery, equipment and supplies except furniture and software packages” encompasses a wide range of products and items that are essential for office operations and computing needs. It includes office machinery, equipment, and supplies, excluding computers, printers, and furniture. This category covers items such as photocopiers, scanners, shredders, paper, stationery, writing instruments, and other office essentials. Additionally, it includes computer equipment and supplies, such as monitors, keyboards, mice, cables, and other peripherals.*

*Tail-end spend refers to ad hoc spending and uncategorized supplier purchases that are low in volume, frequency or value. It is also defined as the 20% of non-core transactions that are left unmanaged. Tail-end spend usually accumulates through low-value transactions companies engage in with their suppliers, though they do not occur frequently. The most common definition for tail-end spend is the 80/20 rule, where tail-end spend is typically defined as 80% of the company’s transactions that only account for around 20% of the actual total company spend.”*

## VisitScotland's response

We have provided you with the information we hold on your request using the numbering above.

1. Spend on General Office Supplies (including ink and toner only from July 2023):-

- i. 1 April 2022 – 31 March 2023: £17,412.50
- ii. 1 April 2023 – 31 March 2024: £19,875.83

Spend on IT Consumables (ink and toner captured here until July 2023, and also may contain some computer accessories such as monitors, telephones, laptops, desktop computers, and hard drives due to the way in which we categorise spend):-

- i. 1 April 2022 – 31 March 2023: £5,558.62
- ii. 1 April 2023 – 31 March 2024: £2,229.54

Note: We are unable to provide specific data on computer products such as mice/keyboards/photocopiers as they all fall within different contracts, split across approximately 60 different suppliers, some of whom providing items across multiple contracts and some of which are purchased through framework agreements. We therefore do not hold information on these items and must notify you of this in terms of Section 17 of the Act.

2. Contract Start date: 1 July 2023  
Contract End date: 30 June 2027

3. There is no extension clause.

4. Information not held. By way of explanation, we purchase these items through a framework with the Scottish Government, and therefore the decision to extend or renew a contract would not be for VisitScotland to make.

5. The Head of Facilities, manages the contract internally

6. Lyreco

7. We have traded with Lyreco since 4 July 2016, as part of the previous framework agreement.

8. We publish our spend in excess of £25,000 on our .org website, which can be accessed here: [VisitScotland's Disclosures 2012-2013 | VisitScotland.org](#) Please note that this contract does not meet that threshold and accordingly has not been published.

9. We have no contract in place for Tail End Spend as defined by you.

Further information on the framework we use to purchase general office supplies can be found on the Scottish Government at the following link: [Procurement: general office supplies framework - gov.scot \(www.gov.scot\)](#)

## Your right to request a review

If you wish to request a review of your application under either the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004, your request should be submitted to us in writing, or another permanent format (for example e-mail or voice recording) to:

Mr Malcolm Roughead  
Chief Executive  
VisitScotland  
Waverley Court  
4 East Market Street  
Edinburgh  
EH8 8BG

Telephone: 0131 472 2201  
E-mail: [malcolm.roughead@visitscotland.com](mailto:malcolm.roughead@visitscotland.com)

The request for a review should be received by us within 40 days of the date of this letter. Any request for a review should also set out, in as much detail as possible, the reasons why you are not satisfied with our response or the manner in which we have dealt with your application

If you are not satisfied with the result of the review, then you have the right to appeal to the Scottish Information Commissioner.

You can contact the Scottish Information Commissioner at:

Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS

Telephone: 01334 464610  
Fax: 01334 464611  
Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)

You also have the right to appeal to the Court of Session in Scotland on a point of law concerning our response.