

CONFIDENTIAL
BUYING GUIDE

**CONTRACT FOR THE PROVISION OF:
PHOTOGRAPHIC EQUIPMENT & CONSUMABLES**

PERIOD					
FROM:	1st December 2015		TO:	30th December 2018 (Extension Until 30th November 2019)	
CONTRACT REF:	45120000	ISSUE No:	2017 (1)	DATE OF ISSUE:	3rd Feb 2017
CONTRACT OFFICER:	Mark Roust	TEL No:	02083318697	EMAIL:	rm20@gre.ac.uk
AGREEMENT TYPE: Framework Agreement (NWUPC)					

PURPOSE OF BUYER'S GUIDE: Contract Details and Product/Prices Information
TARGET: Authorised Officers for the Purchase of Photographic Equipment & Consumables

1.0	SPECIAL ORDERING INSTRUCTIONS	
1.1	ORDERING PROCEDURES	
1.1.1	Please place your purchase order with the most economically advantageous supplier, making reference to the Framework on the purchase order.	
1.1.2	If assistance is required identifying any product please contact the supplier in the first instance, Procurement & Business Services on x8697 thereafter.	
2.0	APPROVED CONTRACT SUPPLIER DETAILS	
2.1	Calumet Photographic Bradbourne drive Tilbrook Milton Keynes, MK7 8AJ Web: http://cvp.com/	Acc. Manager: Anita Schmidt Tel: 02073804508 Sales: 02073804508 Acc. Manager Email: anita.schmidt@calphoto.co.uk Delivery: Free of charge
2.2	Creative Video Productions Ltd (CVP) 23 Shield Drive West Cross Industrial Estate Brentford, TW8 9EX Web: www.cvp.com	Acc. Manager: Dave Clark Tel: 0208 380 7400 Sales: 07736 358440 Email: Dave.clark@cvp.com Dependant on product. £4.99 usual.
2.3	DL Kirkpatrick & Son Ltd Unit 6 Somerton Industrial Park Dargan Crescent Belfast BT3 9JB Web: http://www.dlkphoto.co.uk/	Acc. Manager: Kimberley Reynolds Tel: 028 90 774455 Sales: 028 90774455 Email: kimberley@dlkphoto.co.uk Delivery: £6.00 orders under £100 free if orders over £100
2.4	Park Cameras Ltd York Road Victoria Business Park Burgess Hill, West Sussex, RH15 9TT Web: www.parkcameras.com	Acc. Manager: Bhanu Patel Tel: 01444 23 70 50 Sales: 07974147907 Email: bhanu.patel@parkcameras.com Orders over £50 are free
2.5	Proactive UK Ltd Unit 1 Eastman Way Hemel Hempstead Herts, HP2 7DU Web: www.proav.co.uk	Acc. Manager: Mike Hall Tel : 01442 292929 Email: mike@proav.co.uk Delivery: Free of charge

2.6	Tetenal Ltd 2 Meridian West Meridian Business Park Leicester LE19 1WX Web: www.tetenaluk.com	Acc. Manager: Nimisha Mistry Tel: 01662893644 Email: Nimisha.mistry@tetenal.uk.com Delivery: £10 carriage charge for orders under £250 before VAT to a UK destination
2.7	Wex Photographic 13 Frensham Road Norwich Norfolk NR32BT Web: http://www.wexphotographic.com/	Acc. Manager: Linda Crew Mob : 07758 781468 Tel: 01603 208469 Email: Lcrew@wex.co.uk Delivery: Free of charge for small items; costs may apply for larger items.
STANDARD INSTRUCTIONS		
3.1	CONTRACT AWARD	
3.1.1	In compliance with the University's Procurement Policy & Standard Procedures and good procurement practice to achieve value for money, competitive tenders have been obtained for the above contract. After comparative analysis and evaluation, the contract was awarded to the Supplier(s)/Service Provider(s) offering the best Value for Money in terms of the most economically advantageous and favourable service level overall.	
3.2	SCOPE AND STATUS OF THE CONTRACT	
3.2.1	Please refer to the Contract Schedules for the particular Supplies or Services to ascertain the full scope of the arrangements.	
3.2.2	This Contract is an agreement between the University of Greenwich and the Contract Supplier or an approved source under a Consortia or National arrangement. No other supplier may be used to provide the goods and/or services covered by the contract without prior consultation with and approval of Procurement & Business Services .	
3.3	CONTRACT REFERENCE	
3.3.1	When placing Purchase Orders the Contract Reference provided in this Contract Information Bulletin and Schedules must be quoted to ensure that preferential prices and delivery terms are secured.	
3.4	PURCHASE ORDERS AND AUTHORISED EXPENDITURE	
3.4.1	Before placing a Purchase Order ensure that you have adequate approved budgetary provision and where necessary make suitable arrangements to cover the total whole life cost. Your Purchase Order via the Parabilis e-Procurement system must be properly coded with Organisation and Account Codes .	
3.5	PURCHASE AND <i>Parabilis</i> e-PROCUREMENT SYSTEM	
3.5.1	Ordering is now streamlined and efficiency achieved by the roll-out and use of the Parabilis e-Procurement system. The use of "Call-Off" Purchase Orders is currently restricted to Services Contracts for a realistic or nominal value followed by a Purchase Order Variation for each subsequent purchase via the original "Call-Off" Purchase Order.	
3.5.2	The correct and specific product or commodity code must be used for ordering Supplies via the Parabilis e-Procurement system as and when required. The availability of Catalogues and Punch-out facilities on Parabilis will be gradually introduced and notice given in future Contract Information Bulletins and <i>Newsfeeds</i> . The "Free Text" facility should not generally be used for ordering Supplies.	
3.5.3	Please ensure that any genuinely urgent Purchase Order placed by telephone is immediately confirmed by issue of an individual Purchase Order, otherwise payment of the supplier's invoice will be delayed and the supplier will be reluctant to supply items on that basis in the future.	
3.6	SPECIFICATIONS, SUSTAINABILITY AND PRICING	
3.6.1	Please refer to the Specifications and Pricing Schedule to ensure that you are ordering the right items utilising any discounts and paying the right price. Where possible a special Sustainable Products Price List will be compiled and included in the Contract Information Bulletin site for use.	
3.7	"BEST FIT" REPLACEMENTS	
3.7.1	Where an intended purchase is to replace an existing suite or range of items within an Office, School, Department or Institute, similar compatible products should be ordered to ensure proper co-ordination and maintenance of the approved style. The availability of " green " or Sustainable alternatives from the approved Contract Supplier should be considered in deciding on "best fit" or compatible replacements.	

3.8	LARGE PURCHASES AND ADDITIONAL SUPPORT
3.8.1	When large or high value purchases are being considered, client representatives are advised to contact Procurement & Business Services via Contracts@gre.ac.uk for assistance and advice, so that additional discounts and other advantageous terms can be negotiated.
3.9	DELIVERIES
3.9.1	Delivery times where quoted in the schedules are realistic estimates and are subject to fluctuation particularly during peak demand, immediate pre- and post public holiday and manufacturers' factory closure periods (usually during July and August). Clients and customers are advised to check delivery dates with the Contract Supplier before placing a Purchase Order.
3.9.2	If access to the intended delivery point is restricted, please specify this on the Purchase Order and state any special arrangements, convenient delivery times and provide adequate contact details of the nominated person who will receive the delivery.
3.10	COMPLAINTS (e.g. QUALITY, DELIVERY, PERFORMANCE)
3.10.1	Where supplies delivered or services provided are found to be defective, damaged, or of unsatisfactory or inferior quality or accompanied by incorrect documentation, please inform the supplier or service provider immediately so as to register the problem and instigate corrective action.
3.10.2	If the supplier or service provider fails to resolve the defect satisfactorily or the problem becomes repetitive, please contact Procurement & Business Services for assistance or provide feedback by completing the Client/Customer Opinion Survey form at: http://www.gre.ac.uk/offices/procurement/where-to-buy-from/feedback .
3.11	HEALTH & SAFETY, COSHH REGULATIONS
3.11.1	Where the purchase of hazardous supplies is possibly subject to the COSHH (Control of Substances Hazardous to Health) Regulations, any such product must not be used in the University until operatives are familiar with information contained in the appropriate Health & Safety Data Sheet, a COSHH assessment has been made and the University's Health & Safety Advisor has considered the use of the product acceptable under specified conditions.
3.11.2	All Service Providers and Contractors are required to submit Method Statements prior to commencing service delivery, maintenance, installation or construction work and agree to comply with the Code of Practice for Contractors working on University premises. Clients are advised to monitor the methods used and inform the Health & Safety Unit, ext 9001 of potential contraventions.
3.12	INVOICE PROCESSING AND PAYMENT
2.12.1	Supplier and contractors will submit invoices for supplies or services delivered and should contain the relevant Account Reference, Order Number, Delivery Note Number(s) and Requisition Order Number where appropriate.
3.12.2	Clients are responsible for checking invoices against the appropriate Delivery/Packing Notes and any Collection Notes and details contained in the Contract Bulletins to confirm that the correct charged only for supplies and services delivered. Any detected anomalies in invoices received must be reported to the supplier so that immediate and corrective action can be taken.
3.12.3	Please note that failure of the University to make payment for correct invoices can result in the supplier levying a late payment claim which will have to be met from the relevant client's budget, therefore delays in checking, reconciling and passing invoices for payment should be avoided.
3.13	CONFIDENTIALITY
3.13.1	All Contract details are Strictly Confidential and must not be disclosed to suppliers or persons outside of the University's employ, or employees unless necessary for performance of their official duties.
3.14	HELP AND ADVICE
3.14.1	If you have any queries regarding this Contract Information Bulletin contact the Contract Administrator for assistance on Procurement matters please contact 020 8331 8697 .

Vincent M John, Director of Procurement & Business Services

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