

## **Essa Foundation Academies Trust**

### **PROCUREMENT POLICY**

Approved by the Board:	July 2017
Adopted by Essa Academy LGB:	September 2017
Adopted by Essa Primary Academy LGB:	September 2017
Written by: David Mole	
Date for Review:	January 2020

## Purchasing and Procurement

The Essa Foundation Academies Trust (EFAT) wants to achieve the best value for money from all purchases. These purchases will generally be paid for with public funds and the integrity of these funds should be safeguarded by following the general principles of:

- **Probity** – it must demonstrate that there is no corruption or private gain involved in the contractual relationships of the Trust
- **Accountability** – the Trust is publicly accountable for its expenditure and the conduct of its affairs
- **Fairness** – that all those dealt with by the Trust are dealt with on a fair and equitable basis

This policy applies to all employees of the Trust who purchase goods and services for use by the Trust’s academies, Support Services, and any other services provided by the Trust, e.g. lettings, and for wider Trust use.

### Purchasing Authorisation Limits

The table below defines the purchasing authorisation limits and the associated tender process:

<b>Academies</b>		
<b>Purchase Value</b>	<b>Authorisation</b>	<b>Tender Process</b>
Up to £1000	Budget Holder	Selection, where appropriate from approved suppliers list.
£1,000 to £10,000	Budget Holder and Deputy Principal or Principal	3 quotations to be sought
£10,000 to £50,000	LGB	Formal tender process
Over £50,000	Board	Formal tender process
Goods and Services over £172,000 (excl VAT) or construction works over £4,322,000 (excl VAT)	EFAT Board	EU Procurement rules apply, except if procurement is through Crescent Purchasing Consortium or similar

<b>Support Services</b>		
<b>Purchase Value</b>	<b>Authorisation</b>	<b>Tender Process</b>
Up to £1000	Budget Holder	Selection, where appropriate from approved suppliers list.
£1,000 to £10,000	Budget Holder and MTD	3 quotations to be sought
£10,000 to £50,000	EFAT Board	Formal tender process
Goods and Services over £172,000 (excl VAT) or construction works over £4,322,000 (excl VAT)	EFAT Board	EU Procurement rules apply, except if procurement is through Crescent Purchasing Consortium or similar

Use of the EU procurement procedure can be avoided if contracts are procured through Crescent Purchasing Consortium or a number of government purchasing arrangements, where framework agreements with suppliers have already been subject to EU procurement.

The Trust may decline to pay for any purchases that are not properly authorised.

### **Purchase Order**

A purchase order should be completed for goods and services to be ordered, (excluding regular expenditure such as monthly contract payments, phone, utility bills and franking machines). If in doubt, contact the Finance Team for advice.

This document forms the basis of the approvals process and the Trust may decline to pay for any purchases that are not the subject of a purchase order.

### **Procurement**

All procurement should be undertaken with a view to achieving best value.

Budget holders are responsible for ensuring that they have enough within their budget to fund the purchase. Orders must not be placed unless there is sufficient funding within the budget.

Orders should be placed with suppliers included on the Trust's Approved Supplier List unless authorisation has been given to use an alternative supplier by the Finance Director/ Finance Team.

**Orders under £500** may be procured from a supplier on the Trust's Approved Supplier List. A purchase order must be completed and submitted to the Finance Team who will then place an order.

**Orders between £500 and £1,000** should be procured either by selecting a supplier from the Trust's Approved Supplier List or it may be appropriate to seek 3 quotations from approved suppliers. Once approved, a purchase order should be completed and submitted to the Finance Team from suppliers on this list.

**Orders over £1000 and under £10,000** should be procured by seeking three quotations wherever possible from approved suppliers. Use of the Invitation to Tender document – see **APPENDIX 1** may be appropriate and will assist in providing the sort of information that suppliers may otherwise request. Once approved, a purchase order must be completed and submitted to the Finance Team, who will then place an order.

**Orders over £10,000** must be approved by the relevant LGB or the Board prior to the placement of any contract. The budget holder should consult the Finance Director before taking any action. The Finance Director will submit a procurement request to the Chair for consideration at the next meeting. The goods/services should be procured by seeking three quotations from approved suppliers. The Invitation To Tender Document should be used unless there are justifiable reasons not to do so. Once approved, a purchase order must be completed and submitted to the Finance Team who will then place an order.

**Orders over £50,000** must be approved by the Board. The budget holder should consult the Finance Director before taking any action. The Finance Director will submit a procurement request to the Chair for consideration at the next meeting. The goods/services should be procured by seeking three quotations from approved suppliers. The Invitation To Tender Document should be used unless there are justifiable reasons not to do so. Once approved, a purchase order must be completed and submitted to the Finance Team who will then place an order.

**Orders over £164,176** (£4,104,394 – building works) must comply with EU procurement rules. The Finance Director will advise on the best course of action to take. Once approved, a purchase order must be completed and submitted to the Finance Team who will then place an order.

If a budget holder considers that better value for money can be obtained by ordering from a supplier not included on the Trust's Approved Supplier List he/she must discuss this with the Finance Director/ Finance Team to agree a way forward.

The Trust may decline to pay for any purchases that are not procured from the Trust's approved supplier list.

### **Approved Suppliers**

The list of approved suppliers is shown as an appendix. The Finance Director will review the list on a periodic basis. Where a contract has been let for the supply of specific goods or services e.g. ICT equipment, the contract supplier should be used wherever possible. The Finance Team will advise budget holders.

### **Delivery**

The delivery address should note the budget holder and the academy or the Trust Support Services building. Goods should be signed for and inspected to ensure the delivery is correct, complete and undamaged. If the delivery note or invoice is left with the delivery then these should be sent to the Finance Team. A delivery log should be kept at each delivery address, noting items, dates of delivery and collection by the budget holder. Such a record would normally be kept by at Reception.

Any issues with damaged or incomplete orders should be reported to the Finance Team who will contact the supplier.

### **Invoices**

Invoices received should be authorised by the budget holder as acceptance of delivery and sent to the Finance Team for payment. Payment will be made via BACS to the supplier's bank account. The Finance Team will review outstanding orders to check and chase up suppliers where necessary.

### **Tenders**

If a tender process is required, the Finance Team should be contacted for advice and support on the procurement. The Crescent Purchasing Consortium may have a suitable procurement framework, which may be used to identify suppliers and conduct a procurement. Tenderers may be identified from previous contracts, reputation or from suitable trade websites etc.

Where appropriate, the Trust's Invitation to Tender Document should be completed and sent to prospective bidders electronically.

Any contact with should be via email to the named contact. Bidders may be offered a 45-minute meeting to allow them to discuss their offer and clarify any issues around the bid.

Any information or clarification provided to one bidder will be provided to all bidders anonymously. Detailed discussions or negotiations with bidders will not be permitted during the selection process.

A brief email will be sent to failed bidders listing reasons for the failure. No further discussion or explanation will be available.

### **Opening Tenders**

Tenders should be submitted electronically wherever possible to to [Finance@essaacademy.org](mailto:Finance@essaacademy.org) and should not be opened before the deadline.

### **Assessing Tenders**

The Finance Team will advise and support tender assessment. Tenders should be assessed by reference to price and quality. Price should count for between 40% and 60%, dependent on the goods or services procured.

Quality should generally be referenced by up to four criteria, which might include technical suitability, quality standards, references/ testimonials, pre and after sales service, bidder experience and skills or value added bid features.

### Add Academy Logo

## ESSA ACADEMY, ESSA PRIMARY ACADEMY, TRUST SUPPORT SERVICES INVITATION TO TENDER / QUOTATION

### DETAILS

• Purchaser	Essa Foundation Academies Trust (add, as appropriate, the name of the Academy/ EFAT Support Services)
• Registered Office	Lever Edge Lane Bolton BL3 3HH
• Company Number	06731593
• Registered Charity Number:	1127085
• Address:	Lever Edge Lane ,Bolton, BL3 3HH
• Telephone:	
• Principal/ Budget Holder:	
• Contact for tender / quotation:	
• Email:	
• Tenders / quotations to be received by post or email by 23:59 on:	

### SPECIFICATION OF SERVICES / GOODS REQUIRED

*(Amend or delete sections were appropriate)*

**Introduction / Background:**

**Scope and Objectives of Procurement:**

To procure

**Technical Requirements:**

Bidders to quote excl. VAT for

No contract exclusivity.

**Implementation Requirements:**

Contract to start on

**After sales support:**

The supplier to provide a contract manager to liaise with the Academy, EFAT Support Services or Finance Team, as appropriate, on a regular basis.

**Other:**

Any contact with should be via email to the named contact.

Bidders will be offered a 45-minute meeting to allow them to discuss their offer and clarify any issues around the bid.

Any information or clarification provided to one bidder will be provided to all bidders.

Detailed discussions or negotiations with bidders will not be permitted during the selection process.

A brief email will be sent to failed bidders listing reasons for the failure. No further discussion or explanation will be available.



**INFORMATION REQUIRED IN TENDER / QUOTATION  
BIDDER INFORMATION**

Company Name	
Registered Office	
Company Number	
Contact Name	
Telephone	
Email	
Please confirm and give details of any conflicts of interest or related parties- employees, governors, or directors- within Essa Academy, Essa Primary Academy, or EFAT Support Services.	

**TENDER / QUOTATION**

Please detail how you would fulfill the terms of the tender / quotation, including price, description of services and / or goods supplied terms and conditions, alternative proposals etc. (this can be supplied separately if necessary):

## EFAT APPROVED SUPPLIERS – 06/04/2017

### Audit Services

UHY Hacker Young

### AV Equipment

AV Parts Master Ltd

Home AV direct

HW Audio

J P Leisure Ltd

Just Projector Lamps

S & T Audio Limited

### Bank Collection services

G4S Cash Solutions Ltd

### Banking Services

Lloyds Bank Commercial

### Books and Publications

Badger Publishing Ltd

BBC Worldwide Ltd

Black Sheep Press

Book Trust

Bookpoint Ltd

Bright Book Supplies Ltd

Browns Books (AT Little & Sons Ltd)

Cambridge University Press

H&H Spalding Books

Harper Collins Publishers

Hope Education (Findel)

Janus Education Ltd

Madeleine Lindley Ltd

Oxford University Press

PageNation

Pearson Education Limited

Peters Bookselling Services

Phonic Books

Power of 2 Publishing Ltd

Ridgewell Press

Roaring Reads

Robert Powell Publications Ltd

Scholastic Ltd

Solopress

The Book People Ltd

The Secret Book Company

Yellow Door

Business Cards

Moo Print

Camera Equipment

Manfrotto UK Ltd

Cash Collection service

ParentPay

Catering

Cool Milk at School

Cupcakes and More

J W Young Butchers Ltd

Taste Bakery Ltd

Catering Engineers

Arctic Refridgeration (Bolton) Ltd

Keeling Catering Engineers LTD

Catering Equipment

Farnell

Lakeland

Lockhart Catering Equipment

Nisbets Plc

Shop-Equip Ltd

Wayfair

Catering Provisions

Anis Atcha

Bolton Poultry Products

D & M FOOD SUPPLIES LTD

Foodservice Options Limited

Hopwells Limited

Khanjra International LTD

Lever Edge Convenience Store

Morris Quality Bakers

R & K Catering

Yearsley Food Sales

Yourfresh Produce Limited

Catering Supplies

Barkers Catering Equipment Hire

Bunzl Catering Supplies

HMC UK

Mars Drinks UK Ltd

Clothing and Uniform

Asda

Burlington Uniforms Ltd

Dennys Uniforms Ltd

FR Monkhouse Ltd  
Guardrange LTD T/A Matchwinner  
hivis.co.uk  
Nimmi & Jo Ltd  
Shoe Zone  
Smart Clothing  
Sports Bulk Suppliers  
Wynsors

#### Consultancy Support

Amac Education Services Ltd  
Aspire Global Connections Ltd  
Calcom Systems Ltd  
Edwards Consulting Ltd  
Jenny Mosley Consultancies  
K B Consulting  
Think Simple Ltd

#### Couriers

Lancs Couriers

#### Debt Collection Services

Debt Collection Services UK Ltd

#### Education Services

Bolton College  
Bolton Council SICT  
Cambridge Union Society  
Challenge4Change  
Eyes Open Creative CIC  
Kearsley Academy  
L.S.C.A.  
Ladywood School & Outreach Service  
National Foundation for Educational Research  
National Literacy Trust  
Penistone Grammar School  
Royal Horticultural Society  
SENCATT  
Sensory Education Ltd  
The Egalitarian Trust  
The Foundation Stage Forum  
The Literacy Shed Ltd  
The Open University  
Tutor Doctor  
Youth Minded Ltd

#### Education Services - External Courses

Heartlift Ltd

Let Me Learn

Raise the Youth Foundation Cic Ltd

#### Educational Assessment

FFT Education

G L Assessment Ltd

School Pupil Tracker Ltd

#### Educational Assessment materials

Pearson Assessment

#### Educational Consultancy

Alan Hewitt Associates

Association of Teachers and Lecturers

Bolton Educational Psychology Service

GBS re Ofsted

Gena Merrett Associates

MIST Timetabling Services

Sybil Lee

#### Educational Equipment - Library

Librex Educational Ltd

Micro Librarian Systems

#### Educational Equipment - Science

Breckland Scientific Supplies

Cole-Parmer Instrument CO Ltd

Myscience Co Ltd

Newitt and Co Ltd

Philip Harris Education

Sci-Mart Ltd

Scientific & Chem Suppls Ltd

Shorrock Trichem Ltd

Timstar Laboratory Sppls Ltd

#### Educational Equipt

3P Learning Ltd

Asdan Educational Ltd

Axis Education Ltd

Becroft & Partners

Best Badges Ltd

Better Equipped Educational Supplies Ltd

Bonacia Ltd T/A Nursery Resources

Capita Business Services Ltd

Cascaid Ltd C/o Loughborough University

CGP

Classroom Solutions

Community Products (UK) Ltd

Cornerstones Education Ltd

Cosy
Crossbow Education
DA Languages Ltd
Design for Education Ltd
Drawing and Talking Ltd
Dreamtextiles Ltd
Dyslexia Action Shop
Early Excellence
Flexibitions
GL Education Group Ltd
Go Education
Gresswell
Hamilton Education
Imaginative Minds Ltd
J P Lennard LTD
Joined Up Resources Ltd
Kathy Bigio Ltd
Keynote Educational Ltd
KPC Book Protection Ltd
Laburnum House Educational Ltd
Learning Cultures
LEGO Company Ltd
Little Linguist
MA Education Ltd
Mindsets UK Ltd
Motivation in Learning Ltd
Musgrove Willows
Norseman Direct
Phonics Play
Poisson Rouge Interactica Ltd
Smart Kids UK Ltd
Smart Move Interactive Learning Ltd
Spread the Happiness
Sundeala Limited T/A Teacherboards
The Consortium Education
The Nurture Group Network Ltd
The works store
TTS Group Ltd
Widgit
Wilkinsons
Wool Warehouse
Educational Equipt - Art
Baker Ross

Klemetric Displays Ltd

Potclays Ltd

Seawhite of Brighton Ltd

Educational Events/Activities

Actionwork Worldwide

Adventure in Astonishment

Adventures in Astonishment

Air Vault T/A Active Entertainment Ltd

Alton Towers

ATG London Ltd

Bali Rai

Blackpool Zoo

Bolton Deane & Derby Cricket & Social Club

Bolton Lads & Girls Club

Bowland Farm Education Ltd

Chester Zoo

Chill Factor e

Chiquitos

Circus House Community Interest Company

Craig Bradley TA That Poetry Bloke

Dhol Players - Mr G Singh

DJ Ben Clark

Dramatically Healthy Theatre Co

European Study Tours Ltd

Eventbrite

Events Northern Ltd

Footlights

German Travel Centre Ltd

Get Hooked on Fishing

Girl Guiding

Halle Concerts Society

Holiday Inn Bolton (Red Rum Operating Company Ltd)

Ice Adventure Ltd

Interact Entertainments Ltd

Judo Education

Just Poets

Kingswood Learning & Leisure Group Limited

Lancashire County Council

LCCC Foundation

Living Eggs

Major Motivator

Manactco

Manchester City Football Club

Manchester United Football Club Ltd  
MCS Projects Ltd  
National Football Museum at Urbis (Trading) Ltd  
National Trust  
Nevada Roller Rink  
North Wales Birds Trust  
NST Travel Group Ltd  
Odeon Cinema  
Osiris Educational Woodhall Spa Ltd  
Out of the Ark Music  
Pleasure Beach  
Rayburn Tours  
Royal Exchange Theatre Co Ltd  
Slattery Patisserie & Chocolatier Ltd  
Smithills School  
Sports Travel International Ltd  
Sunshine Events  
Tao Noy Sing Martial Arts  
The Anderton Centre  
The Bolton Albert Halls  
The Outward Bound Trust  
The Velodrome  
The Young Driver Training Ltd  
Theatreinabox Ltd  
Thornton Sport  
Vue Cinema  
Water Park Lakeland Adventure Centre  
Westhoughton Boxercise  
World Challenge  
Yoga Ruth  
Young Voices UK  
Zoo2U

#### Electrical equipment

CPC - Premier Farnell UK Ltd  
Curry PC world  
Display Technology Ltd  
Edmundson Electrical  
Electric Centre  
Maplin  
Real Electronics

#### Event Hire

Bounce a lot Northwest  
Brookfield WMHC



Castle Empire  
Dale Event Hire  
Firefly Audio Visual Solutions Ltd  
Hire Requirements Ltd  
HR Hirerequirements Ltd  
ICE-entertainment UK Ltd  
King of Castles  
Matt Windsor Ltd  
STS Drapes Ltd

#### Events Materials

Balloon City  
Bloomers Balloons  
Bonza Balloons LLP  
Click4balloons  
Hollywood Letters

#### Exams/ Exam Materials

Aqa Education Ltd  
Examination Officers' Association  
Exampro  
OCR  
Pearson Shared Services (Edexcel)  
UCLES

#### Fuel

Allstar Fuels  
Fuel Card Services  
Rishton Lane Service Station  
Volcano Wood Fuels

#### Furniture and Equipment

Garran Lockers Ltd  
ISIS Concepts Ltd  
Strictly Table and Chairs

#### Hotels and Venues

Bolton Whites  
Bolton Whites Hotel  
Marriott Worsley Park  
Mercure Chester Abbots Well Hotel

#### HR - DBS Checking

Atlantic Data Ltd  
Security & Vetting Solutions Ltd

#### HR - Online Assessment

The Test Factory

#### HR Services

Lord & Co HR Ltd

## ICT Equipment and Supplies

All Right Now Ltd  
Apple  
Barcode Warehouse  
C & D Systems Ltd  
Ebuyer.com  
Flight Store Pilot Supplies LTD  
Guangzhou Kingsons Leather Products Co Ltd  
Idency  
Lightspeed Systems (Europe) Ltd  
Micro Computer Consultants Ltd  
Misco UK  
Onedirect  
packaging2buy.co.uk  
Scan Computers  
Sony UK  
Tawakkul Ltd  
The Danwood Group Ltd  
The Ink People

## ICT Repairs

LAP Distribution Ltd

## ICT Services

C3Imaging Ltd  
Green & Tempest Ltd  
HireCoder  
iDesign Clinc  
Immediate Media Co  
Meritec Limited  
Pennine Holdings  
Primary Computing Ltd  
Siemens Financial Svs Ltd  
XMA Limited

## ICT Software and Licensing

2Simple Software Ltd  
Alfiesoft Ltd  
Alpha Initiatives Ltd  
AMI Education Solutions Ltd  
CDEC Ltd  
Easytrace  
Edufocus Ltd  
Edukey Education  
Eset UK  
Frontier Systems Ltd TA Voiceflex

Genie Networks  
GSCEPod  
HCSS Hub Ltd  
IDL (Asentis)  
Interesting Audio Visual Ltd  
Leapfrog Technology  
LexiaUK Ltd  
My Maths Ltd  
Novus Network Ltd  
October Resolutions Ltd  
OEM Automatic  
One Education Ltd  
ParentPay Limited  
Sage (UK) Ltd  
Securus Software Ltd  
Showbie Inc  
Softcat Ltd  
Soundbitelearning UK Ltd  
Talk Straight Ltd  
TDK Business Technologies Ltd  
Technology Services Group  
Total Merchandise Ltd  
TripSafely Limited  
TSG (Technology Services Group) Ltd  
Tucasi  
Twinkl  
Twinkl Ltd  
Tyler Lewis Associates Ltd  
Virgin Media  
Virtue Technologies  
Voiceflex  
Voiceflex Ltd  
Zendesk Inc

#### Insurance

Adler Insurance Brokers  
Zurich Insurance Group Ltd

#### Legal Services

Brownejacobson  
Hill Dickinson  
Maxwell Hodge Solicitors  
Pannone Corporate  
Simpsons Solicitors  
Stephensons Solicitors LLP

Thompson Solicitors  
Woodcocks Haworth & Nuttall

#### Local Authority Services

Bolton Council  
Bolton Council Rates  
Bolton MBC  
Manchester City Council  
Preston City Council

#### Marketing

Badge Boy  
Boston Promotional Gifts UK  
Busibuild  
Clear Channel UK Ltd  
Communitas Public Relations Ltd  
DH Creative  
Dods Parliamentary Communications Ltd  
Elite Leaflet Distribution  
Ideasbynet  
iSK8  
Langley design  
Logo X  
Majestic Publications Ltd  
METRO Leaflet Distribution  
MexicolaMedia  
Monica Ballani  
North Star Digital Limited  
Stanley Road Film and Media Ltd  
Stoneworks Communications

#### Membership and Subscriptions

ABC Does Ltd  
activehistory.co.uk.Ltd  
Association for Language Learning  
Association of Teachers of Mathematics  
ATM.org.uk  
Bilingualism & Literacies Education Network  
Bolton Boro' Schools Sports Assoc  
Bolton Primary Heads  
Bolton Under Fives Forum  
Centre for Education & Finance Management Ltd  
CILIP  
Crescent Purchasing Consortium  
Finance Directors Forum  
First News Uk Ltd

Franklin Scholars Ltd  
Improvement and Development Agency  
Local Government Association  
NACE  
Nasen  
NASSEA LTD  
National Governors' Association  
Optimus Education  
Primary Alliance for Learning Ltd  
Rising Stars  
School Councils UK  
School Library Association Ltd  
Specialist Schools and Academies Trust  
The Future Leaders Trust  
UKMT (Leeds)

#### Motor Repairs

Rolds Motor Bodies  
Rothwell Body Repair Centre

#### Motor Vehicle supplies

FasterOnline

#### Music Equipment

Chamberlain Music  
Charanga Ltd  
GAK.co.uk  
John Packer Ltd  
Knock On Wood

#### Music Services

BMBC Music Service

#### Office equipment / Supplies

Amazon  
Baker Ross  
Blackshaw Sykes & Morris  
Boss Direct Ltd  
Budget Paper Supplies Ltd  
Challenge Supply Co  
Don Ruffles Ltd T/A Shredding Machines  
Eurooffice Ltd  
Franking Machine  
GLS Educational Supplies  
Halfords  
Home Bargains  
Humdinger Promotions Ltd  
ID Management

ID Management Systems
Lanyards etc Ltd
Mailcoms
Makro
MPS Supplies
Pitney Bowes Ltd
Printer-copying recharges
Project X Office
Protectafile
Royal Mail Group Ltd
Ryman
Soho Commercial
Stamp Direct Ltd
Staples
Staples UK Retail Ltd
The Edge
The Edge (Systems) Ltd
The Hotline Group Ltd
The Works Store Ltd
the-pink-pig.co.uk.Ltd
Trade Till Rolls
Unibind Systems Ltd
Viking
Viking Direct
Yorkshire Purchasing Organisation
Office Furniture
Gresham Office Furniture Ltd
Office Reality
Other
Education Funding Agency
HM Revenue & Customs only
Royal Bolton Hospital NHS Foundation Trust
Sainsburys
Packaging
Interparcel
Rajapack
The Cardboard Box Co
The Cardboard Box Company Ltd
Tri-Star Packaging Supplies Ltd
Photocopiers
Sharp Business Systems Ltd
Photography
Creative Camera Studios

Yelena Overchenko Photography

#### Postal Services

Lancs Couriers

Post Office

TNT Direct

#### Printing

4 Imprint

Belle Design & Print

Hotprint Design

Instantprint Co UK

Just Print (UK) Ltd

Minerva Print

Positive Press Ltd

Prepared Media

Print Hub Design Bolton Ltd

Vista Print

#### Recruitment

Capita RESOURCING Ltd

ERecruit Solutions Ltd

Eteach UK Ltd

Four Financial Recruitment Ltd

H & J Media Ltd

Hays Specialist Recruitment Ltd

Investors in Publishing

Jambo Recruitment

Job Serve

Morgan Hunt UK Limited

Newsquest (North West) Ltd

Platinum Financial Recruitment LTD

Protocol Education Ltd

Quality Teachers

Task Master Ltd

TES Global

TES Global Ltd

Total Jobs Group Ltd

Your Council Jobs

#### Rewards

Brainwaves

Premier Trophies

Readeys Sports Trophies

Trophies and Medals

#### School Badges

TCE Ltd

Sea Freight

Marsil Marine Ltd

Site - Air Conditioning

Dixon Air Conditioning Ltd

Site - Air filters, air handling

Maxi Filtration Ltd

Northern Fan Supplies

Site - Alarm Maintenance

SD Fire Alarms

Site - Blinds etc.

Fresco Solar Shading Limited

Hopkins Blind and Shutter Fittings Ltd

Prestige Blinds

Site - BMS servicing

TESGL Ltd

Site - Building Supplies

B&Q

Jewson

Screwfix

TradePoint B&Q

Wickes

Site - CCTV

Sanian Ltd

Site - Cleaning Services

Amtoll Limited

Candor Services Limited

Gerrards SCS Ltd

Janitorial Supplies

Site - Drains Services

Bolton Stone Restoration T/A Drain

Site - Dry Cleaning

Glenco

Site - Equipment and Supplies

Affordablewebs Group

Glasdon UK Ltd

Machine Mart

Sandra Chair Covers Ltd

Site - Fencing

Bury Fencing & Gates

Hardman & Cain Fencing Ltd

Site - Fire & Safety Products

Securefast PLC

Seton



The Safety Supply Company Ltd

Site - First Aid Supplies

Cmuk Visual Safety Ltd T/A Eureka

Defibshop.co.uk

Eureka Direct

FirstAid.co.uk

Safety Shop

Sykes Chemist

Site - Fixtures and Fittings

BLT Direct

Cables UK

Chorus Contract Furniture Ltd

Delta Balustrades Ltd

Electric Centre

Furniture @ Work Ltd

Javac UK

Lampshop

Novacrylics

UK Office Direct

Unico Components Ltd

Work Area Ltd

Site - Flooring

Diamond Flooring (Northwest) Ltd

Floor and Wall Solutions Ltd

Regional Flooring Company Ltd

Site - Fuel

Edward Billington & Son Ltd

Ingoe Oils Ltd

Site - Fume Cupboard Maintenance

Safelab Systems Ltd

Site - Furniture and Equipment

A J Products (UK) Ltd

Full Range Furniture

Furniture @ Work Ltd

Howe UK Ltd

Ikea

MML Education Furniture

Site - Glass

Beford Glass Works

Harrington Glass

St George glass

Site - Grounds Maintenance

Balmers Garden Machinery

Crocus  
Easylawn  
Fieldmaster  
Gardenscene  
Greenfingers  
Leslie Heaton Tree Surgeon  
Rigby Taylor Ltd  
Rolawn Ltd  
Seddon Plant & Engineers Ltd  
Turner Groundscare Machinery  
Wyevale  
Wyevale Garden Centr  
Wyevale Garden ctr

Site - Health & Safety

HCL Safety  
IHasco Ltd  
PJ Fire Safety Risk Assessments

Site - Heating Services

Hoval Ltd

Site - Hygiene

Chespack Hygiene  
Excalibur Hygiene

Site - Hygiene Services

Ensol Limited

Site - Ironmongery

GEZE Uk Ltd  
J Maher Ltd

Site - Joinery

J Phillips & Sons Ltd  
Mr W Horrocks  
T & D Bailey  
T & D Bailey Ltd

Site - Kitchen Equipment

Acme  
Airedale Technical Services Ltd  
AO Retail  
Caterepair Ltd

Site - Lift Services

Orona Ltd

Site - Locks and door furniture

Bolton Lock Company Ltd  
Evander Glazing & Locks  
Handles and Hinges

Intolock Imports Ltd
Ironmongery Direct Ltd
Lock Doctor Services Ltd
MG Locksmiths
Site - Masonry
Rawcliffes of Chorley Ltd
Site - Moveable wall maintenance
Accordial Manufacturing
Site - Paints
PPG Architectural Coatings Ltd
Site - Pest Control
Environmental Services Pest Control Unit
Site - Plastics
TP Extrusions
Site - Plumbing and Heating
J Redfern Ltd
Kingsway Plumbing
Mark Mangnall and Son
Plumber
PlumbNation
PTS
T Lowe and Son Ltd
Under Control Instruments
Site - Refrigeration Services
Storers Ltd
Site - Salt
Icethaw Salt Supplies Ltd
Site - Security
Access-Ability UK Ltd
Site - Security Equipment/Services
Automated Security Design Ltd
Automatic Alarms Limited
Chubb Fire & Security Ltd
Site - Signage
Apex Signs and Graphics Ltd
Fastsigns Bolton
Site - Sports Pitch Maintenance
Bancroft Amenities
Site - Surveyors
The Vinden Partnership
Site - Utilities
Corona Energy
Gazprom Energy

Hudson Energy

NPower

United Utilities

Site - Wall coverings

Muraspec

Site - Water Services

GM Autoflow

Stormsaver Ltd

Site Security

Bolton Security Ltd

Site- Electrical Services

AMP Electrical

R D Lockett Ltd

Sports Equipment

Bob Woolmer Sales Ltd

Continental Sports

Decathlon

Machtech Media T/A The Big Classroom

Maudesport

Pitchworks

Pro Direct

Samba Sports

Sport Max Ltd

Sports Direct

Sports Facilities Group

The Soccer Store

Thortons Sports and Leisure

Trophies Plus Medals

York Fitness

Staff Development

Local Government Association

Staff Welfare

A B Health Ltd

Alys's Florist

Aroma Roses

Blooms of Bolton

Christmas Trees 4 Schools

Collins The Florist

Completecareshop

Fancy That

Flower Boutique (Mr S Darby)

Hawkins Bazaar

Healthwork Ltd

High Street Vouchers  
Howcrofts Florist  
Juicy Glass Studio  
Lush  
Margaret Mason  
Simon Airey T/A Corner Exotics  
Simply Health  
Soul Zone Holistics  
Stephanie Wrigley TA Beauty Body Wraps  
Superdrug Stores Plc  
Xclusive Health & Fitness

#### Staging

nStage

#### Student Photography

Tempest Photography

#### Student Rewards

School Merit Stickers

School Stickers

#### Supply Agency

Adecco UK Ltd

Capita Education Resourcing

Connex Education Ltd

Dakota6 Ltd

ESSA Education Ltd

JJFox Limited

Just Teachers Ltd

Monarch Education

New Directions Education Ltd

PK Education Ltd

Premier Education Ltd

Reed Specialist Recruitment Ltd

Supply Desk Limited not bundles

Teacher Active Ltd

The Education Network Ltd

The Education Specialists

The Education Specialists Ltd

#### Teacher Training

Edge Hill University

Manchester Metro Univ

Manchester Metropolitan University

#### Telephony

O2

Pennine Telecom Ltd

## Training and Development

Advanced Learning  
Alliance Learning Ltd  
Altringham Girls Grammer School  
Amsys Ltd  
Apex Training  
Aspire North West Ltd  
B11 Education Ltd  
Bluesky Education  
Bolton Community and Voluntary Services  
Bolton School  
British Safety Council  
Communicate-ed  
Creative Art Courses  
D A Walmsley  
Dylan Wiliam Events  
Elklan  
Equality and Diversity  
Focus Education UK Ltd  
Four Dimensions  
Goethe-Insitut London  
Greater Manchester Arts Centre  
Harris Federation  
Hi Speed Training  
Imperative Training Ltd  
Independent Coach Education Ltd  
Island Fire Protection  
Lucas Training and Consultancy  
Lumina Coaching Ltd  
Mindfulness in School  
NCFE  
Novum Facilities Management Ltd  
NSSC Operations Ltd  
Paul Kenny Training  
PET-Xi Training Ltd  
PIXLClub Ltd  
Real Training  
Renaissance Learning UK Ltd  
Ruth Miskin Literacy Ltd  
Say it with Sign  
Shonette Bason Ltd  
Specialist Crafts Ltd  
SSAT (The Schools Network) Ltd

St James C.E School  
St John Ambulance  
Staff Safety Training Ltd  
Steve Hindle  
Tall Spaghetti Ltd  
Teach First  
Teaching Leaders  
The Key Support Services Ltd  
The Olive Tree Primary School  
The Regional Training Agency Ltd  
Truck Training UK  
Ward Hadaway  
Whole Education Ltd

#### Translators

Prestige Network Ltd

#### Transport

Arrive in Style  
Atlantic Travel GB Ltd  
Eavesway Travel Ltd  
R S Tyrer Ltd  
S and D Private Hire  
Vinny's Executive Travel

#### Travel Services

Althams Travel  
Atlas Travel  
S & S Travel Services Ltd  
Travel Weekly Group Ltd  
Travelbound

#### Vehicle Hire

Arval

#### Vehicle Maintenance

Conway Trailers  
Morris Green Motors  
Royle Auto Services Ltd  
Shell Garage

#### Visitor Management

Biotects  
Visitor Management Ltd

#### Waste Collection

Fresh Start Waste Services Ltd  
Kensite Services Ltd