

Essa Foundation Academies Trust

PROCUREMENT POLICY

Approved by the Board: 27th February 2017

Adopted by Essa Academy LGB: 4th April 2017

Adopted by Essa Primary Academy LGB: 29th March 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.

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

Academies		
Purchase Value	Authorisation	Tender Process
Up to £1000	Budget Holder	Selection, where appropriate from preferred supplier list.
£1,000 to £10,000	Budget Holder and Deputy Principal or Principal	3 quotations to be sought
£10,000 to EU Procurement Threshold	LGB	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

Support Services		
Purchase Value	Authorisation	Tender Process
Up to £1000	Budget Holder	Selection, where appropriate from preferred supplier list.
£1,000 to £10,000	Budget Holder and MTD	3 quotations to be sought

£10,000 to EU Procurement Threshold	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 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 by seeking 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 an approved supplier. 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 £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.

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 authorized 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 can 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 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 – 16/02/2017

Preferred Suppliers A-F

2Simple Software Ltd
 3P Learning Ltd
 4 Imprint
 99Signs
 ABC Does Ltd
 A B Health Ltd
 Access-Ability UK Ltd
 Accordial Manufacturing
 The Acme Facilities Group Ltd
 Air Vault T/A Active Entertainment Ltd
 activehistory.co.uk.Ltd
 Actionwork Worldwide
 Bradley Adams
 Adecco UK Ltd
 Adler Insurance Brokers
 Advanced Learning
 Adventures in Astonishment
 Association for Language Learning
 After Dark Entertainments
 AIM Project
 Airedale Technical Services Ltd
 A J Products (UK) Ltd
 Alan Hewitt Associates
 Alexandra
 Alfiesoft Ltd
 Al-Imdaad Foundation UK
 Alliance Learning Ltd
 All Occasions
 All Right Now Ltd
 Alpha Initiatives Ltd
 Althams Travel
 Alton Towers
 Altrincham Girls Grammer School
 Alys's Florist
 Amac Education Services Ltd
 Ambition School Leadership

 AMI Education Solutions Ltd
 Amsys Ltd
 Amtoll Limited

 The Anderton Centre
 Angel Springs Ltd
 Anthony Axford
 Apex Training
 Apex Signs and Graphics Ltd

 AQA T/A Teachit
 Aqa Education Ltd
 Aroma Roses
 Arona Ltd
 Arrive in Style
 Arctic Refridgeration (Bolton) Ltd
 Asdan Educational Ltd
 Aspex UK LTD

Preferred Suppliers F-P

Foodservice Options Limited
 Footlights
 Fiona Foster Counselling
 Four Dimensions
 Four Financial Recruitment Ltd
 Four Acre Trust
 Franklin Scholars Ltd
 Fresh Start Waste Services Ltd
 Fresco Solar Shading Limited
 FR Monkhouse Ltd
 Frontier Systems Ltd TA Voiceflex
 Fuel Card Services LTD
 Furniture @ Work Ltd
 G & J Tissues
 G4S Cash Solutions Ltd
 GAK Education
 Gardenscene
 Garran Lockers Ltd
 Gazprom Energy
 GSCEPod
 Gear4music
 Gena Merrett Associates
 Genie Networks
 German Travel Centre Ltd
 Gerrards SCS Ltd
 Ges Design and Build Ltd
 Get Hooked on Fishing
 GEZE UK Ltd
 GA Bolton Divisions HQ Dept
 G L Assessment Ltd
 Glasdon UK Ltd
 GL Education Group Ltd
 Glenco
 GLS Educational Supplies
 Greater Manchester Arts Centre
 GM Autoflow
 Greater Manchester Chamber of
 Commerce
 Go Education
 Goethe-Insitut London
 Partnership Media T/A GovNet
 Communications
 Grayway Coaches
 Green & Tempest Ltd
 Gresswell
 Gresham Office Furniture Ltd
 Guangzhou Kingsons Leather Products Co
 Ltd
 Girl Guiding
 H&H Spalding Books
 Hafsa's Kitchen
 Halle Concerts Society
 Hamilton Education
 Hands on Animals
 Hardman & Cain Fencing Ltd

Preferred Suppliers P-Z

Platinum Financial Recruitment LTD
 Playground Basics
 The Play Doctors Ltd
 Poisson Rouge Interactica Ltd
 Positive Press Ltd
 Post Office (Nelson)
 Potclays Ltd
 Robert Powell Publications Ltd
 Power of 2 Publishing Ltd
 Premier Education Ltd
 Premier Sport (Premier Education Group)
 Prepared Media
 Prestige Blinds
 Preston City Council
 Prestolee Multi Academy Trust
 Prestige Network Ltd
 The Prime Agency
 Primary Alliance for Learning Ltd
 Primary Computing Ltd
 Printer-copying recharges
 Boston Promotional Gifts UK
 Print Hub Design Bolton Ltd
 The Print Room
 Prospero Teaching
 Protectafile
 Protocol Education Ltd
 Protec International Ltd
 PTS Limited
 Quality Teachers
 Adventure in Astonishment
 R & K Catering
 Racing to English
 Raise the Youth Foundation Cic Ltd
 Rapid Electronics Ltd
 Rawcliffes of Chorley Ltd
 Rayburn Tours

 R D Lockett Ltd
 Readeys Sports Trophies
 Real Training

 Red17 Ltd
 J Redfern Ltd
 Reece Safety Products Co Ltd
 Reed Specialist Recruitment Ltd
 Regional Flooring Company Ltd

 The Regional Training Agency
 Relax Kids Bury
 Renaissance Learning UK Ltd
 Rice 'N' Three
 Ridgewell Press
 Rigby Taylor Ltd
 Rising Stars
 Roaring Reads

Preferred Suppliers A-F

Aspire North West Ltd
 Aspire Global Connections Ltd
 Assess Assist Ltd
 Association of Teachers and Lecturers
 Association of Teachers of Mathematics
 ATG London Ltd
 Atlantic Travel GB Ltd
 Atlantic Data Ltd
 Atlas Travel
 Automated Security Design Ltd
 Automatic Alarms Limited
 AV Parts Master Ltd

Axcis Education Ltd
 B11 Education Ltd
 Badger Publishing Ltd T/A Badger Learning
 Badge Boy

T & D Bailey
 Baker Tilly Tax Accounting Limited
 Baker Ross Ltd
 Baker Thompson Associates
 Bali Rai
 Balloon City
 Balmers Garden Machinery
 Bancroft Amenities
 Barkers Catering Equipment Hire
 Barnardo's North West
 Barnardo's Real Love Rocks
 Barrington Stoke
 BBC Worldwide Ltd
 bbfsnavigator
 Bright Book Supplies Ltd
 BCS Learning and Dev
 Beanstalk
 Beford Glass Works
 Beecroft & Partners
 Belle Design & Print
 Best Badges Ltd
 Better Equipped Educational Supplies Ltd
 B-Fly Media
 S A Bhattacharjee
 Machtech Media T/A The Big Classroom
 Kathy Bigio Ltd
 Edward Billington & Son Ltd
 Bilingualism & Literacies Education Network
 Biotects
 Black Sheep Press
 Blackpool Zoo
 BLAST Programme Ltd
 Bloomers Balloons
 Blooms of Bolton
 Richard Bloodworth T/A RMB Training
 Bluesky Education
 Bob Woolmer Sales Ltd
 BOC Gases Ltd
 Bolton Whites Hotel
 Bolton Community and Voluntary Services
 Bolton Boro' Schools Sports Assoc

Preferred Suppliers F-P

Harper Collins Publishers
 Harrington Glass
 Harris Federation
 Hays Specialist Recruitment Ltd
 HCL Safety
 HCSS Hub Ltd
 Healthwork Ltd
 Heartlift Ltd
 Hill Dickinson
 HireCoder
 Hire Requirements Ltd
 H & J Media Ltd
 HMCTS St Helens County Court and Family Court
 HMC UK
 HM Revenue & Customs only
 Hodder Education
 Holiday Inn Bolton (Red Rum Operating Company Ltd)
 Hollywood Letters
 Home
 Hoodies 4 Schools
 Hope Education (Findel)
 Hopkins Blind and Shutter Fittings Ltd
 Hopwells Limited
 The Hotline Group Ltd
 Hotprint Design
 Hoval Ltd
 Catherine Howarth T/A Plan The Occasion
 Howe UK Ltd
 Howcrofts Florist
 Human Appeal International
 Humdinger Promotions Ltd
 Ice Adventure Ltd
 ICE-entertainment UK Ltd
 Icethaw Salt Supplies Ltd
 Ideasbynet
 iDesign Clinic
 IDL (Asentis)
 ID Management Systems
 IHasco Ltd
 Imaginative Minds Ltd
 Mohammed A Imdad
 Imperative Training Ltd
 Improvement and Development Agency
 Independent Coach Education Ltd
 Ingoe Oils Ltd
 Instantprint Co UK
 Intact Vehicle Solutions Ltd
 Interpal
 Immediate Media Co
 Interesting Audio Visual Ltd
 Interact Entertainments Ltd
 Intolock Imports Ltd
 Investors in Publishing
 Sharp Business Systems Ltd
 Ironmongery Direct Ltd
 ISG Construction Ltd
 ISIS Concepts Ltd

Preferred Suppliers P-Z

Royal Bolton Hospital NHS Foundation Tru
 Rolds Motor Bodies
 Room Four Dessert
 Rothwell Body Repair Centre
 Royal Exchange Theatre Co Ltd
 Royal Mail Group Ltd
 Royal Horticultural Society
 Royle Auto Services Ltd
 Baker Tilly Audit Ltd
 Don Ruffles Ltd T/A Shredding Machines
 Ruth Miskin Literacy Ltd
 S and D Private Hire

S & S Travel Services Ltd
 S & T Audio Limited
 Safety Shop
 Safelab Systems Ltd

The Safety Supply Company Ltd
 Sage (UK) Ltd
 The Salters' Institute
 Samba Sports
 Sanderson Weatherall
 Sandra Chair Covers Ltd
 Sanian Ltd
 Save the Children
 Say it with Sign
 Scanning Pens Ltd
 Scholastic Ltd
 School Pupil Tracker Ltd
 School Depot
 School Library Association Ltd
 School Merit Stickers
 School Stickers
 Scientific & Chem Suppls Ltd
 Sci-Mart Ltd
 School Councils UK
 SD Fire Alarms
 Seawhite of Brighton Ltd
 The Secret Book Company
 Securefast PLC
 Security & Vetting Solutions Ltd
 Securux Software Ltd
 Seddon Plant & Engineers Ltd
 SENCATT
 Sensory Education Ltd
 Seton
 Seton
 The ECar Lit Centre @ Shadsworth Scho
 Shonette Bason Ltd
 Shop-Equip Ltd
 Shorroch Trichem Ltd
 Showbie Inc
 Shurville Publishing LTD
 Siemens Financial Svs Ltd
 Sharleen Simmons
 Simpsons Solicitors
 Simply Health
 SISRA Ltd

Preferred Suppliers A-F

Bolton Primary Heads
 Bolton Educational Psychology Service
 Bolton Security Ltd
 Bolton Council
 Bolton Council Rates
 Bolton MBC
 Bolton Lads & Girls Club
 Bolton Lock Company Ltd
 Bolton School
 Bolton College
 Bolton Poultry Products
 BMBC Music Service
 Bolton Council SICT
 Bolton Deane & Derby Cricket & Social Club
 Bolton Stone Restoration T/A Drain
 Bolton Wanderers Community Trust
 Bolton NHS Foundation Trust
 Bonza Balloons LLP
 Book Trust
 Bookpoint Ltd
 The Book People Ltd
 The Book Service Ltd T/A GBS
 Boss Direct Ltd
 Bounce a lot Northwest
 Bowland Farm Education Ltd
 Brackens of Bowness
 Craig Bradley TA That Poetry Bloke

Brainwaves Rewards Ltd
 Breckland Scientific Supplies
 Bright Book Supplies Ltd
 British Gas - PR1 Elec
 British Red Cross
 British Gas - SE1 Elec
 British Dyslexia Association
 British Safety Council
 British Council
 British Gas - EFT 18 & PR1 82 Gas
 Brookfield WMHC
 Browns Books (AT Little & Sons Ltd)
 Brownejacobson
 Bruno Reddy T/A Maths Circle Ltd
 Blackshaw Sykes & Morris
 Bubbly Booths
 Budget Paper Supplies Ltd
 Bolton Under Fives Forum
 Bunzl Catering Supplies
 Burlington Uniforms Ltd
 Bury Fencing & Gates
 Busibuild
 C & D Systems Ltd
 C3Imaging Ltd
 Calcom Systems Ltd
 Cambridge University Press
 Cambridge Union Society
 See UCLE01 Cambridge International
 Examinations
 Cambridge University
 Camfil Ltd

Preferred Suppliers F-P

iSK8
 Island Fire Protection
 Jambo Recruitment
 Laura James T/A Dance Works
 Janus Education Ltd
 Javac UK
 Jenny Mosley Consultancies
 JJFox Limited
 J Maher Ltd
 Joined Up Resources Ltd
 J Phillips & Sons Ltd
 J P Leisure Ltd
 J P Lennard LTD
 Judo Education
 Juicy Glass Studio
 Just Poets
 Just Teachers Ltd
 Just Print (UK) Ltd
 J W Young Butchers Ltd
 PPG Architectural Coatings Ltd
 K B Consulting
 Kearsley Academy
 Keeling Catering Engineers LTD
 Keep It secure
 Kensite Services Ltd
 Keynote Educational Ltd
 The Key Support Services Ltd
 Kingswood Learning & Leisure Group
 Limited
 King of the Castles
 Klemetric Displays Ltd
 KPC Book Protection Ltd
 Kyne McAllister ADI
 Labosport Ltd
 Laburnum House Educational Ltd
 Ladywood School & Outreach Service
 Lancashire County Council
 L.S.C.A.
 Langley design
 Lanyards etc Ltd
 LAP Distribution Ltd
 Laptops Direct
 Lancashire County Cricket Club
 Leapfrog Technology
 Learning Cultures
 Learning Resources
 LEGO Company Ltd
 Let Me Learn
 Lever Edge Convenience Store
 LexiaUK Ltd
 Leslie Heaton Tree Surgeon
 Librex Educational Ltd
 Lifetime Ceilings Ltd
 Lightspeed Systems (Europe) Ltd
 Lion Eyes TV Production Services
 Little Linguist
 Living Eggs
 Local Government Association

Preferred Suppliers P-Z

Slattery Patisserie & Chocolatier Ltd
 Smart Clothing
 Smart Move Interactive Learning Ltd
 Smart Kids UK Ltd
 Smithills School
 Softcat Ltd
 Solopress
 Sonova UK Limited
 Sony UK
 Soul Zone Holistics
 Soundbitelearning UK Ltd
 Spectrum Sign And Display Ltd
 Specialist Crafts Ltd
 Specialist Schools and Academies Trust
 Sports Bulk Suppliers
 Sportsmax Ltd
 Sport, Nursery & Learning
 Sports Facilities Group
 Sports Travel International Ltd
 SSAT (The Schools Network) Ltd
 Staff Safety Training Ltd
 Stamp Direct Ltd
 Stanley Road Film and Media Ltd
 Rachel Stanton School of Dance
 Staples UK Retail Ltd
 Starshine Music
 Staveley Village Association
 The Steakout
 Stephenson Solicitors LLP
 Stephanie Wrigley TA Beauty Body Wraps
 St George glass
 St James C.E School
 St John Ambulance
 TP Extrusions
 Stockport Council
 Stoneworks Communications
 Storers Ltd
 Stormsaver Ltd
 Strictly Table and Chairs
 STS Drapes Ltd
 Sumdog Ltd
 Sundeala Limited T/A Teacherboards
 Sunshine Events
 Superdrug Stores Plc
 Supply Desk Limited not bundles
 Supply Desk BUNDLES
 Swan Group Ltd
 Symbols Worldwide Ltd
 T & D Bailey Ltd
 The Table Linen Company Ltd
 Talk Straight Ltd
 Tall Spaghetti Ltd
 Tameside M B - GMPF
 Tannery Hardware
 Tao Noy Sing Martial Arts
 Task Master Ltd
 Taste Bakery Ltd

Preferred Suppliers A-F

Candor Services Limited
 Capita BUSINESS Services Ltd
 Capita RESOURCING Ltd
 Capita EDUCATION Resourcing
 Lloyds Debit card
 Lloyds Charge Card
 The Cardboard Box Company Ltd
 Cascaid Ltd C/o Loughborough University
 Castle Empire
 Caterepair Ltd
 Cauliflower Group Ltd
 CDEC Ltd
 Centre for Education & Finance Management Ltd
 CGP
 Challenge4Change
 Challenge Supply Co
 Charanga Ltd
 Chespack Hygiene
 Chester Zoo
 Chill Factor e
 Children In Need
 Chorus Contract Furniture Ltd
 Christmas Trees 4 Schools
 Chubb Fire & Security Ltd
 CILIP
 Circus House Community Interest Company
 DJ Ben Clark
 Classroom Solutions
 Clear Channel UK Ltd
 CLEAPSS
 Cmurk Visual Safety Ltd T/A Eureka
 Cole-Parmer Instrument CO Ltd
 Communicate-ed
 Community Products (UK) Ltd
 Congleton High School
 Connex Education Ltd
 Continental Sports
 Conway Trailers
 Cool Milk at School
 Simon Airey T/A Corner Exotics
 Cornerstones Education Ltd
 Corona Energy Retail 2
 Cosy
 Coverbox
 Cowgill Holloway LLP
 CPC - Premier Farnell UK Ltd
 Communitas Public Relations Ltd
 Creative Art Courses
 Creative Camera Studios
 Crescent Purchasing Consortium
 Cupcakes and More
 D & M FOOD SUPPLIES LTD
 Dakota6 Ltd
 DA Languages Ltd
 Dale Event Hire
 The Danwood Group Ltd
 Debt Collection Services UK Ltd
 Decorative Aggregates

Preferred Suppliers F-P

Lock Doctor Services Ltd
 Lockhart Catering Equipment
 Logo X
 Lord & Co HR Ltd
 Lsect Ltd (Schools Week)
 Lucas Training and Consultancy
 Lumina Coaching Ltd
 Manchester City Council
 Machine Mart
 Macmillan Cancer Support
 Madeleine Lindley Ltd
 MA Education Ltd
 Majestic Publications Ltd
 Major Motivator
 Manactco
 Manchester City Council
 Manchester Airport plc
 Manchester United Football Club Ltd
 Manchester Metropolitan University
 Manchester City Football Club
 Manfrotto UK Ltd
 Mark Mangnall and Son
 Marriott Worsley Park
 Mars Drinks UK Ltd
 Marsil Marine Ltd
 Master Class Education Ltd
 Guardrange LTD T/A Matchwinner
 Maudesport
 Maxi Filtration Ltd
 Maxwell Hodge Solicitors
 MCS Projects Ltd
 Meditelle Ltd
 Mercure Chester Abbots Well Hotel
 Meritec Limited
 METRO Leaflet Distribution
 MexicolaMedia
 MG Locksmiths
 Micro Computer Consultants Ltd
 Micro Librarian Systems
 Mindsets UK Ltd
 Mindfulness in School
 Minerva Print
 Mariana Miskell
 MIST Timetabling Services
 MML Education Furniture
 Modern Languages Area 8
 Monarch Education
 Morgan Hunt UK Limited
 Morris Quality Bakers
 Morris Green Motors
 Motivation in Learning Ltd
 MP Lamps Co UK
 MPS Supplies
 Manchester Metro Univ
 Muraspec
 Musgrove Willows
 My Maths Ltd
 STEM Learning (Formerly Myscience)

Preferred Suppliers P-Z

Tawakkul Ltd
 TCE Ltd
 TDK Business Technologies Ltd
 Teach First
 Teacher Active Ltd
 Teaching Leaders
 Techlab Ltd
 Tempest Photography
 The Education Network Ltd
 TES Global Ltd
 The Test Factory
 Theatreinabox Ltd
 The Bolton Albert Halls
 The Consortium Education
 The Education Specialists Ltd
 The Ink People
 The Literacy Shed Ltd
 The Olive Tree Primary School
 the-pink-pig.co.uk.Ltd
 The Regional Training Agency Ltd
 The Future Leaders Trust
 Think Simple Ltd
 Thompson Solicitors
 Thortons Sports and Leisure
 Timstar Laboratory Sppls Ltd
 T Lowe and Son Ltd
 Topwest Ltd T/a Domino's Pizza
 Total Jobs Group Ltd
 Total Merchandise Ltd
 Tower Mint Ltd
 TransGlobal Freight Management Ltd
 Travelbound
 Travel Weekly Group Ltd
 TripSafely Limited
 Tri-Star Packaging Supplies Ltd
 Trophies Plus Medals
 Truck Training UK
 Technology Services Group
 TSG (Technology Services Group) Ltd
 TES Global Ltd
 TTS Group Ltd
 Tubeway (Sales) Ltd
 Tucasi
 Turner Groundscare Machinery
 Tutor Doctor
 The Vinden Partnership
 Twinkl Ltd
 Two Wests and Elliott Ltd
 Tyler Lewis Associates Ltd
 R S Tyrer Ltd
 UCLES
 UHY Hacker Young
 UK Gravel and Stone
 UKMT (Leeds)
 Unibind Systems Ltd
 Unicef UK
 Unico Componants Ltd
 United Utilities - PR1

Preferred Suppliers A-F

Defibshop.co.uk
Delta Balustrades Ltd
Dennys Uniforms Ltd
Derbyshire Services T/A KidsHiVis
Design for Education Ltd
DH Creative
Dhol Players - Mr G Singh

Diamond Flooring (Northwest) Ltd
Diana Award
J Dickinson and Son skip hire
Discount Displays Ltd
Display Technology Ltd
Dixon Air Conditioning Ltd
T J Donnelly

Doodle Education Lrd
Jenny Dowling T/A Hands On Harmony
Dramatically Healthy Theatre Co
Drawing and Talking Ltd
Dreamtextiles Ltd
Ductwork Design and Installation
Dylan Wiliam Events
Dyslexia Action Shop
E3 Creative
Early Excellence
Easytrace
Eavesway Travel Ltd
Eden Springs UK Ltd
Pearson Shared Services (Edexcel)
Education Funding Agency
Edge Hill University
Ultimate Finance Ltd
The Education Specialists
Edufocus Ltd
Edukey Education
Edwards Consulting Ltd
E Fellows
The Egalitarian Trust
Electric Centre
Elite Leaflet Distribution
Elklan
Emergent Crown Contract Office Furnishings Ltd
EMLC
Ensol Limited
Environmental Services Pest Control Unit
Equality and Diversity
eras Ltd
ERecruit Solutions Ltd
Eset UK
ESSA Education Ltd
Eteach UK Ltd
Eureka Direct
Eurooffice Ltd
European Study Tours Ltd
Evander Glazing & Locks
Events Northern Ltd
Examination Officers' Association

Preferred Suppliers F-P

NACE
Nasen
NASSEA LTD
National Trust
National Governors' Association
National Union of Teachers
National Literacy Trust
National Football Museum at Urbis (Trading) Ltd
National Breakdown
NCFE
Nevada Roller Rink
New Directions Education Ltd
Newitt and Co Ltd
Newsquest (North West) Ltd
National Foundation for Educational Research
Nimmi & Jo Ltd
Nisbets Plc
Nobbs & Jones Ltd
Norseman Direct
North Star Digital Limited
Northern Fan Supplies
North Wales Birds Trust
Novus Network Ltd
Novum Facilities Management Ltd
NPower
The NSPCC
NSSC Operations Ltd
nStage
NST Travel Group Ltd
Numatic International Ltd
Bonacia Ltd T/A Nursery Resources
The Nurture Group Network Ltd
OCR
October Resolutions Ltd
OEM Automatic Ltd
Office Reality
GBS re Ofsted
Omega Window Films
One Direct
One Education Ltd

The Open University
Optimus Education
Orona Ltd
Osiris Educational Woodhall Spa Ltd
The Outward Bound Trust
Out of the Ark Music
Oxford University Press
Pacific
John Packer Ltd
PageNation
Pannone Corporate
ParentPay Limited
Parenta
Partnership Media Group Ltd
Paul Kenny Training
Peachy Steve

Preferred Suppliers P-Z

United Utilities - SE1
Universal Container Services Ltd
Universify Education
T/A BazikPath Inc
Usborne Publishing Ltd
USB Trader
The Velodrome

Veredus
Viking
Vinnys Executive Travel
Virgin Media
Virgin Trains Group Travel
Virtue Technologies
Visitor Management Ltd

Voiceflex Ltd
Volcano Wood Fuels
Wadee Services Ltd
Adelle Walmsley T/A Starry Eyed Producti
D A Walmsley
Ward Hadaway
Waring Facilities Management Ltd
Water Park Lakeland Adventure Centre
Westhoughton Boxercise
Dods Parliamentary Communications Ltd
Whole Education Ltd
Widgit
Matt Windsor Ltd
Woodcocks Haworth & Nuttall
The Works Store Ltd
Work Area Ltd
World Challenge
Xclusive Health & Fitness
XMA Limited
Sue Yates
Yelena Overchenko Photography
Yellow Door
Yellow Shield Ltd
Yoga Ruth
Yorkshire Purchasing Organisat
The Young Driver Training Ltd

Young Voices UK
Yourfresh Produce Limited
Your Council Jobs
Youth Minded Ltd
Zendesk Inc
Zoo2U
Zurich Insurance Group Ltd

Preferred Suppliers A-F

Exampro
Exa Networks Ltd
Excalibur Hygiene Ltd
Eyes Open Creative CIC
The Foundation Stage Forum
Fastsigns Bolton
Fastbleep Ltd
The Feuerstein Institute (RA)
FFT Education
Fieldmaster
Finance Directors Forum
Firefly Audio Visual Solutions Ltd
First News Uk Ltd
Flamefast
Flexibitions
Flight Store Pilot Supplies LTD
Floor and Wall Solutions Ltd
Flower Boutique (Mr S Darby)
Focus Education UK Ltd

Preferred Suppliers F-P

Pearson Education Limited
Pearson Assessment
Penistone Grammar School
Pennine Telecom Ltd
Pennine Holdings
Perception Supply Ltd
Perton Store
Peters Bookselling Services
PET-Xi Training Ltd
Philip Harris Education
Phonic Books
Phonic Books Do not use
Playground Imagineering Limited
Pisces
Pitney Bowes Ltd
PIXLClub Ltd
PJ Fire Safety Risk Assessments
PK Education Ltd
PlanBee Resources Ltd
Planet Earth Education

Preferred Suppliers P-Z