

Ealing Council
Commercial Hub Data Sheet
Issue date July 2019

Contract: Contract for Supply of Office Stationary

Supplier: Staples UK Ltd

Hampden Court, Kingsmead Business Park, Frederick Place, High Wycombe, HP11 1JU

Contract Representatives:

Laura Muir, email: laura.muir@staples-solutions.com
Tel: M: 44 (0) 7880 394596

Customer Services:



0844 557 6085



Public.sector@staples-solutions.com

Customer Service Team are available

Monday to Friday, 8.30am –5.30pm

Contract Information:

Contract Period: Four years
Contract Start Date: 01/07/2019
Contract End Date: 30//06/2022

Contract Extension: 01/07/2022 – 30/06/2023

Deliveries: Tuesday and Thursdays
Minimum order value of £30.00

Contract Information:

This contract replaces the stationery contract with Office Depot

The contract supplies office stationery from Staples UK Ltd using terms and prices negotiated by the LCSG (London Contracts & Supplies Group) so Ealing and other Councils benefit from excellent prices on a range of core items and competitive pricing for non core items

Core items are highlighted by a blue tick 

Please note: There is a separate corporate contract with Greenhams for Janitorial items with preferential pricing.

Ordering

To start placing online orders with Staples UK Ltd you will need to set up an account. Please contact Laura Muir at Staples directly on laura.muir@staples-solutions.com

You will be sent a user name and password to place orders via their online webshop.

To help reduce the impact on the environment and reduce order processing and invoice costs there is a minimum order value of £30.00.

Orders for stock lines will be delivered on Tuesday and Thursday. Deliveries will be made to the reception area. Orders will need to be placed by 5.00pm prior to the delivery date.

Supervising officers: Kantie Gill gillk@ealing.gov.uk 020 8825 9208, Jamelia Stewart stewartj@ealing.gov.uk 020 8825 9962