



National Audit Office

**Helping the nation spend wisely**

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Reference FOI-1300

Date 9 March 2020

Chris Steele

By email to:

[request-645509-ac7c787e@whatdotheyknow.com](mailto:request-645509-ac7c787e@whatdotheyknow.com)

Dear Chris Steele

## FOI REQUEST - PRINTERS AND CONSUMABLES AT NAO

Thank you for your request of 11 February 2020 for information relating to the National Audit Office's (NAO)'s printers/printing devices and consumables.

Your request is being handled under the terms of the Freedom of Information Act 2000 (FOIA).

I can confirm that we hold information in scope of your request – the specific information you requested, and our response to each point, can be found at **Annex A**.

I hope you find this response helpful. **Annex B** sets out the steps you may wish to take if you are not satisfied with the way we have handled your request for information under FOIA.

Yours sincerely

Philip Taylor

**Head of FOI and correspondence**

## Annex A

### FOI request for information on Printers/Printing devices and consumables at the NAO.

*"Please can you assist me through the Freedom of Information in providing the following information please:*

<i>(Specific questions):</i>	<b>NAO Response</b>
<i>1. Please state the number of printers currently within the organization, including a breakdown of number MFDs, printers &amp; photocopiers.</i>	<b>18 MFD, 7 Deskside printers</b>
<i>2. Please state the number of devices that are A3 compatible.</i>	<b>18 MFD</b>
<i>3. What percentage of your fleet is printed in colour vs mono?</i>	<b>72% with colour facility</b>
<i>4. In terms of usage, what is your monthly page volumes?</i>	<b>164,822 based on 2019 reports</b>
<i>5. Who are the main manufacturers for the printers (hardware)?</i>	<b>Canon</b>
<i>6. Who is your preferred supplier for Hardware?</i>	<b>No preferred supplier</b>
<i>7. Who are the main supplier(s) of print consumables (Toner, spares, etc)?</i>	<b>Canon</b>
<i>8. What is the approximate spend on printers and consumables during the last year?</i>	<b>£49K inc VAT</b>
<i>9. What Framework (if any) do you use for your print consumables (toners, inks)?</i>	<b>Supply of consumables is part of the original contract for the lease and support let under RM3781</b>
<i>10. What are the start and end dates for the managed print contract in your organization (if applicable to the MFDs)?</i>	<b>Q3 2018 to Q3 2021 with two single year extensions</b>
<i>11. Which procurement route or framework was used to procure this service?</i>	<b>Crown Commercial Services Framework RM3781</b>
<i>12. The named person and their role in your organization in charge of the procurement for Print Hardware.</i>	<b>Angus Waugh, Director, Digital Services</b>
<i>13. The named person and their role in your organization in charge of any managed print contracts.</i>	
<i>14. The named person and their role in your organization in charge of procurement for Print supplies (toner and ink)."</i>	

## **Annex B**

### **Statement of Policy**

Our policy is to respond to requests made under the Freedom of Information Act as helpfully and promptly as possible, having regard to the principles set out in the Act. I therefore hope you are happy with the way we have handled your request. If you are not, then you should take the following steps.

In the first instance, within 40 working days, write to the National Audit Office Freedom of Information (FOI) Team at [FOI@nao.org.uk](mailto:FOI@nao.org.uk) or by post to:

FOI Team, Red 2, National Audit Office, 157-197 Buckingham Palace Road, London, SW1W 9SP

The Head of FOI will arrange a review, which will be conducted by a senior member of staff who was not involved in decisions relating to your original request. Once the review has been completed we will write informing you of the outcome.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF