

# **DoF – Collaborative Arrangement – Provision of Office Supplies**

## **Call Off via Lot 1 - RM6299 CCS Framework**

**Resource ID: ID 5039006**

### **USER PROTOCOL**

**This contract is managed by:**

**Collaboration Energy and Fleet**  
Central Procurement Directorate  
Supplies and Services Division  
303 Airport Road West  
BELFAST  
BT3 9ED

Email: [collaboration.cpd@finance-ni.gov.uk](mailto:collaboration.cpd@finance-ni.gov.uk)

## 1. Background

CPD Supplies and Services Division has established a 3 year call off contract for the Provision of Office Stationery which commenced on 01 April 2025. The Contract will expire on 31 March 2028. The Contract was awarded to Banner Group Limited.

## 2. Services Available

This Contract will be for the supply of office stationery for a term of 3 years. The categories of the services to be provided are –

- General office stationery\*
- Catering goods (such as tea/coffee)
- Janitorial goods (such as refuse sacks, washroom supplies)
- Small office machines (such as paper shredding machines, and laminators)

**\*Please note the following items are not available via this arrangement as CPD have separate arrangements in place for –**

**1) The Supply of Copier Paper**

**2) The Supply of Electronic Office Supplies (Toner Cartridges)**

## 3. On-Boarding of News Users

Only the clients named as participating bodies (table 1 below) can avail of this arrangement. New users are required to complete 'ID 5139006 - Banner Account Set Up Form' which can be downloaded from the CPD website.

The completed "ID 5139006 – Banner Account Set Up Form" is to be submitted to CPD at: [Collaboration.CPD@finance-ni.gov.uk](mailto:Collaboration.CPD@finance-ni.gov.uk).

Table 1 – participating bodies

<b>DAERA - Department of Agriculture Environment and Rural Affairs</b> DAERA - Northern Ireland Environment Agency (NIEA) DAERA - Loughs Agency
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<p>DAERA - Agrifood and Biosciences Institute (AFBI)  DAERA - Forest Service</p>
<p><b>DfC - Department for Communities</b>  DfC – Commissioner for Older People NI (COPNI)  DfC - Ulster-Scots Agency  DfC - NI Museums Council  DfC - Local Government Staff Commission  DfC - Sport NI  DfC - National Museums NI  DfC - Charity Commission NI  DfC - Public Record Office of Northern Ireland  DfC – NILGOSC  DfC - Arts council of Northern Ireland  DfC - Ulster Supported Employment Limited  DfC - Foras na Gaeilge  DfC - NI Commissioner for Children and Young People (NICCY)  DfC – Armagh Observatory and Planetarium (AOP)  DfC - Historic Environment Division  DfC - Libraries NI</p>
<p><b>Department for Economy (DfE)</b>  DfE - Northern Regional College  DfE - Consumer Council  DfE - South Eastern Regional College  DfE - Stranmillis University College  DfE – Bedford Street Development Limited (BSDL)  DfE – Health and Social Executive NI (HSENI)  DfE - Southern Regional College  DfE - Invest NI  DfE - South West College  DfE - North West Regional College  DfE - Northern Ireland Tourist Board, Trading as Tourism NI  DFE - Labour Relations Agency  DfE - NI Screen  DfE – Construction Industry Training Board (CITB NI)</p>
<p><b>Department of Education (DE)</b>  DE - NICIE  DE - Comhairle na Gaelscoliochta (CnaG)  DE - CCEA  DE - General Teaching Council for Northern Ireland (GTCNI)  DE – Middletown Centre for Autism (MCA)</p>
<p><b>Department for Infrastructure (DfI)</b>  DfI - Rivers Directorates  DfI - DVA  DfI - Waterways Ireland</p>
<p><b>Department of Justice (DoJ)</b></p>

DoJ - Victims Payment Board
DoJ - Probation board NI (PBNI)
DoJ - Compensation services
DoJ - Youth Justice Agency (YJA)
DoJ - Criminal Justice Inspection NI
DoJ - NI Policing Board (NIPB)
DoJ - NI policing fund (NIPF)
DoJ - Legal Services Agency NI
DoJ - Forensic Science NI (FSNI)
DoJ - NI Courts and Tribunal Service (NICTS )
DoJ - NI Prison Service (NIPS)
DoJ - Police Ombudsman NI (OPONI)
DoJ - Police Rehabilitation and Retraining Trust (PRRT)
DoJ - Prisoner Ombudsman NI (PONI)
<b>Department of Finance (DoF)</b>
DoF - Special European Union Programmes Body (SEUPB)
<b>Department of Health (DoH)</b>
<b>The Executive Office (TEO)</b>
TEO - NI Judicial Appointments Commission (NIJAC)
TEO - Equality Commission for Northern Ireland (ECNI)
TEO - Strategic Investment Board (SIB)
TEO - Victims and Survivors Service (VSS)
TEO - Commission for Victims and Survivors (CVS)
TEO - Maze Long Kesh Development Corporation (MLKDC)
TEO - Commissioner for Survivors of Institutional Childhood Abuse (COSICA)
<b>NI Assembly</b>
<b>NI Audit Office</b>
<b>NI Office</b>
<b>NIHE</b>
<b>PSNI</b>
<b>UREGNI</b>
<b>Translink</b>
<b>Electoral Office Northern Ireland</b>

Please Note: Subject to internal approvals, the above entities will enter into standalone Contracts with the appointed Supplier.

### AccountNI Users

The Banner punchout catalogue will be available via the AccountNI system. The users should be able to place orders once the Banner Account Set up form has been submitted to the supplier via CPD.

### Non-AccountNI Users

Non-AccountNI users wishing to use the website are required to provide the user information as set out in 'ID 5139006 – Banner Account Set Up Form'. Once the form has been completed and submitted to the supplier, user accounts will be set up on the website by Banner. Once the relevant person has received their log in details they should be able to start ordering via the website. Any further invoicing terms are agreed between the client and the supplier in line with the overarching terms and conditions.

#### **4. Business Case Requirement**

Please note all public sector spend should be made in accordance with the relevant business case approvals process. This often requires a proportionate business case to be carried out prior to spend being committed. Users of this arrangement should check with their economist what the appropriate business case requirements are for their organisation.

#### **5. Contract Management**

The operational day-to-day management of the services delivered in conjunction with this Contract will be the responsibility of those person(s) to whom the services are being delivered.

The contract is to be managed in line with the over arching terms of the Framework Agreement CCS RM 6299.

### CPD role

CPD may hold an annual performance review meeting with the supplier. Prior to this meeting CPD may request information from the client(s) relating to the suppliers performance. As and when required the client may be offered the opportunity to attend these meetings.

Where significant issues in terms of supplier performance are experienced, the client should inform CPD with supporting evidence. CPD will then liaise with the supplier to determine any possible resolution.

## 6. Key Contacts

The Contractor is **Banner Group Limited**

### **Banner Group Limited Key Personnel:**

Leah Mildenhall  
NI Contracts Manager

Christine Devlin  
Internal Account Manager

E-mail: [n.ireland@banneruk.com](mailto:n.ireland@banneruk.com)

## 7. Pricing

The Contract pricing is considered to be commercially sensitive information. CPD will only release this information upon request once an “**ID 5139006 - Non Disclosure Agreement Form**” has been completed and returned. This agreement can also be accessed via the CPD website.

## 8. Management Information – Non AccountNI users

Organisations that do not use AccountNI will be required to provide CPD, upon request, details of their organisations spend via the Contract. This information is to include the volume of each service element provided by the Supplier. This data will be used to inform any further tender exercise for these services.