



New list of approved suppliers for print and design work

Education Leeds has recently undergone a process through Leeds City Council's corporate procurement unit to create a new list of suppliers for design and print work. These lists are now finished, and are held centrally by the communications team.

Schools can use suppliers who are on these lists when tendering for any design and print work.

If you need any design and print work, please contact a member of the communications team on 2475694 / 2475577 / 2475827 and we will be happy to help you with the whole process and to supply details of companies who you are able to contact for your job.

How the lists work

There are two separate lists for companies who can provide design, or print work. Each time a list is accessed it chooses at random three companies who must be tendered to for that job. This ensures all suppliers on the lists are given a fair and equal opportunity to tender for projects for and on behalf of Education Leeds. It also means that you must get the details of three new suppliers each time you have a new design and print job, including reprints.

Additionally, the communications team will be able to advise additional companies you can also tender to who have specialism within a particular area or who can provide a job within a set budget.

The communications team have made it a priority over the past few years to get the source files for any job that has come through us, so that we have it if we need to tender out for any reprints or amends to design and print work.

If you have arranged jobs with suppliers and you are concerned that you do not have your source files with your design and print work on, please contact Danielle Brearley in the communications team on 2475736 or email: danielle.brearley@educationleeds.co.uk

Calls from suppliers who are interested in working with us

If you receive any calls from suppliers offering design and print services, you should not agree to work with them, even if they offer 'discounted' rates. (These rates are usually above the competitive rates we would be able to negotiate for large volumes of work which would be managed through the approved list procedure.) Please refer any calls to the communications team on the above numbers.

Additionally, if you receive any calls from suppliers of print and design who wish to apply to be on our approved lists, please also refer those to the communications team.

If you have any questions about the new approved list procedures, please contact Danielle Brearley in the communications team on 75736 or email: danielle.brearley@educationleeds.co.uk