



Mini Competition

**Mini Competition against an existing Framework Agreement (MC)
on behalf of **Innovate UK****

**Subject UK SBS **Innovate UK Asset Ordering, Management and
Storage****

Sourcing reference number **UKSBS PS16128**

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Section 1 – About UK Shared Business Services

Putting the business into shared services

UK Shared Business Services Ltd (UK SBS) brings a commercial attitude to the public sector; helping our customers improve efficiency, generate savings and modernise.

It is our vision to become the leading provider for our customers of shared business services in the UK public sector, continuously reducing cost and improving quality of business services for Government and the public sector.

Our broad range of expert services is shared by our customers. This allows our customers the freedom to focus resources on core activities; innovating and transforming their own organisations.

Core services include Procurement, Finance, Grants Admissions, Human Resources, Payroll, ISS, and Property Asset Management all underpinned by our Service Delivery and Contact Centre teams.

UK SBS is a people rather than task focused business. It's what makes us different to the traditional transactional shared services centre. What is more, being a not-for-profit organisation owned by its customers, UK SBS' goals are aligned with the public sector and delivering best value for the UK taxpayer.

UK Shared Business Services Ltd changed its name from RCUK Shared Services Centre Ltd in March 2013.

Our Customers

Growing from a foundation of supporting the Research Councils, 2012/13 saw Business Innovation and Skills (BIS) transition their procurement to UK SBS and Crown Commercial Service (CCS – previously Government Procurement Service) agree a Memorandum of Understanding with UK SBS to deliver two major procurement categories (construction and research) across Government.

UK SBS currently manages £700m expenditure for its Customers.

Our Customers who have access to our services and Contracts are detailed [here](#).

Section 2 – About Our Customer

The Innovate UK is the UK's innovation agency – driving innovation to boost economic growth. It works with people, companies and partner organisations to find and drive the science and technology innovations that will grow the UK economy

Innovate UK is an organisation of around 300 staff, drawn mainly from business. It works across the UK, with a head office in Swindon.

With a strong business focus, Innovate UK drives growth by working with companies to de-risk, enable and support innovation. To do this, they work to:

- Determine which science and technology developments will drive future economic growth
- Meet UK innovators with great ideas in the fields they're focused on
- Fund the strongest opportunities
- Connect innovators with the right partners they need to succeed
- Help its innovators launch, build and grown successful businesses

Since 2007 Innovate UK has committed over £1.8 billion to innovation, matched by a similar amount in partner and business funding. They have helped more than 7,600 organisations with projects estimated to add more than £11.5 billion to the UK economy and create 55,000 extra new jobs

Section 3 - Working with UK Shared Business Services Ltd.

In this section you will find details of your Procurement contact point and the timescales relating to this opportunity.

Section 3 – Contact details		
3.1	Customer Name and address	Innovate UK Innovate UK North Star House North Star Avenue Swindon Wiltshire SN2 1UE
3.2	Buyer name	Chris Munday Tessa Gawthorn
3.3	Buyer contact details	Professionalservices@uksbs.co.uk
3.4	Estimated value of the Opportunity	£270,000.00 excluding VAT £90,000.00 per annum excluding VAT This tender is to establish an initial contract with the duration of one year There will be an option to extend for a further two years on an annual basis.
3.5	Process for the submission of clarifications and Bids	All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available here. Please note submission of a Bid to any email address including the Buyer <u>will</u> result in the Bid <u>not</u> being considered.

Section 3 - Timescales

3.6	Date of Issue of Mini Competition to all Bidders	25/07/2016
3.7	Latest date/time Mini Competition clarification questions should be received through Emptoris messaging system	29/07/2016 11:00
3.8	Latest date/time Mini Competition clarification answers should be sent to all potential Bidders by the Buyer through Emptoris	01/08/2016 14:00
3.9	Latest date/time Mini Competition Bid shall be submitted through Emptoris	05/08/2016 14:00
3.10	Date/time Bidders should be available if clarifications are required (teleconference)	16/08/2016 and 17/08/2016
3.11	Anticipated rejection of unsuccessful Bids date	19/08/2016
3.12	Anticipated Award Date	19/08/2016
3.13	Anticipated Call Off Contract Start Date	22/08/2016
3.14	Anticipated Call Off Contract End Date	21/08/2017 This tender is to establish an initial contract with the duration of one year There will be an option to extend for a further two years on an annual basis until August 2019.
3.15	Bid Validity Period	60 Working Days
3.16	Framework and Lot the procurement should be based on	RM1049 Events Planning Delivery and Related Services Lot 1 - Event Planning, Management and Delivery

Section 4 – Specification

1. Introduction

Innovate UK is the UK's innovation agency. We fund, support and connect innovative businesses throughout the UK, helping to drive sustainable economic development. We are a non-departmental public body sponsored by the Department of Business, Innovation and Skills. You can find more detail about our organisation here <https://www.gov.uk/government/organisations/innovate-uk>

2. Aims

We are looking to increase the effectiveness of our stock ordering and management, and have a high quality service that fulfils our delivery and set up needs for events, meetings and publications.

3. Objectives

To have a flexible, responsive and cost-effective storage and fulfilment solution that supports Innovate UK's event and publication needs. Our particular objectives are to:

- Create a web based self-service model for ordering publications and event equipment for meetings and events
- Ensure we have a safe, clean storage space for our stock, and effective stock/inventory reporting
- Deliver effective fulfilment of delivery of publications, event materials, event set up, and return to storage

4. Background to the Requirement

The Innovate UK marketing and communications department is based at the head office in Swindon.

The department supports the business objectives of the organisation through strategic and tactical communications activity.

It is responsible for all on and offline communications activity including website; blog; social media; email campaigns; PR; content/publications; and events.

The latter two areas require an asset management, storage and distribution function to support the library of Innovate UK and partner publications and the volume of events & meetings that we deliver or support for both internal and external customers.

Our calendar of communications activity features events from small briefings to larger conferences/trade shows run by us or partner organisations.

We have no storage facility at our head office in Swindon and are therefore reliant on a delivery partner to store our equipment and publications and deliver to events and

meetings around the UK.

The in-house content team is responsible for the production of publications. It is a small team and requires an efficient stock control system and warehouse facility to manage publications and deliveries from around 10 suppliers.

Last year Innovate UK required 280 carriages jobs fulfilling and a total of 396 requirements including events set up, carriages and printing. The monthly overview can be found in the table below.

Month	Carriages - which include events in Events Set up col	Event Set Up alone	Printing (Publications)
Apr-05	36	7	1
May-15	26	11	0
Jun-15	25	17	0
Jul-15	23	8	0
Aug-15	13	4	0
Sep-15	28	10	2
Oct-15	35	14	0
Nov-15	31	16	1
Dec-15	9	2	0
Jan-16	7	2	0
Feb-16	13	9	0
Mar-16	12	6	0
Apr-16	13	2	0
May-16	9	4	0
Totals	280	112	4

There are times when Innovate UK has to organise several events in one week. For example one in Aberdeen, one in central London and one in Swindon. Whilst the requirement changes from event to event, an example of these event requirements are below:

- Aberdeen – delivery of literature to include 500 x A5 flyers x 5 types and 500 x

A4 brochures x 2 types.

- London – delivery, set up, break down and collection of event materials for a one day event to a central London address. Delivery and set up are after 6pm on day 1. Break down and collection is after 6pm on day 2. Our requirements are 1 bespoke stand using tension fabric and frames to be built in situ; one TV to be installed on the exhibition wall and tested prior to running a presentation; 2 x iPad stands, 3 x poseur tables, 6 x stools, 100 x 5 types A5 flyer, 100 x 3 types A4 brochure, 500 x lanyards. This is a two-person job.
- Swindon – delivery, set up, break down and collection of event materials for a one day event. Delivery and set up are before 8am on day 1. Break down and collection is after 6pm on day 1. Our requirements are 1 x 3x2m stand, 4 x pull-up banners, 2 x iPad stands, 3 x poseur tables, 6 x stools, 100 x 5 types A5 flyer, 100 x 3 types A4 brochure, 500 x lanyards.

5. Scope

The scope of this contract will be:

- Event and publication ordering, delivered on a web based self-service model
- Receipt and storage of published stock utilising assigned product content codes
- Receipt and safe storage of event banners and bespoke display materials
- Receipt and safe storage of furniture and other event collateral
- Maintenance of event materials to ensure they are cleaned/repared as and when necessary
- Weekly stock taking and updating Innovate UK teams, ideally via a visual web-based stock control system
- Delivery, set up and breakdown of event stands (including a Fab-Frame system that has flexible layout options), furniture, supporting collateral and literature to venues across the UK
- Delivery of publications to Innovate UK
- Courier service to pick up and drop off items to addresses throughout the UK
- Management of service to budget

6. Requirement

Our requirement is for

- 1) A simple web based self-service stock ordering system,
- 2) A comprehensive stock housing and control facility,
- 3) A flexible and responsive service that helps with publications and event delivery, set up and breakdown of kit at venues throughout the UK.

6.1 Web based, self service stock ordering system

We are looking for a supplier to provide a self-service model for ordering stock. This

service should be accessible to a range of nominated employees within the organisation. We anticipate this to use a web-based system that can be accessed securely via the internet.

In doing so we are looking to achieve resource gains within the communications team. Currently the communications team acts as a hub for all publication, event and meeting requirements. This requires significant administration and we are looking to improve efficiency through the provision of an ordering service that can be accessed by all staff.

6.2 Stock Management and Reporting

We currently store literature (Innovate UK publications and partner publications) and event collateral (stands, furniture and other items) at a central warehouse on a call-off contract. Our detailed requirement is:

- A digital stock control system that can be accessed by key staff to obtain instant information on stock levels
- Accommodation of multiple stock codes
- Need to run MOQs across all lines and flag up an exception report when stock is running down to an agreed quantity above the MOQ
- Delivery confirmation report at the end of each week
- A robust stock control system with correct labelling, removal of empty boxes and all stock kept in good condition
- A destroy/best before date that should be assigned at the point of delivery and included in the 'deliveries this week' report.
- Packing instructions for suppliers. Innovate UK will instruct all agencies to standardise this to ensure consistency across all publications
- Standard carton labelling

6.3 Publications & event collateral delivery and set up

Our current publications & event collateral comprises a huge variety of items including publications plus event equipment including lanyards, literature stands, reusable thermos mugs, iPad stands, poseur tables and stools, lectern, plinths, single-flex pop-up banners, 3mx2m exhibitions stands and bespoke FabFrame event stands. All of these items need to plug into the ordering system above. Please see Annex A for the full inventory

We need to be able to place event orders to have publications or event kit delivered to any venue in the UK. Last year we had 280 jobs fulfilled by our current supplier.

For events there are often specific get-in instructions given by the venues/organisers (often out of hours), our stand set up in the appropriate area, literature displayed in the stands and any technology set up and tested. Some of these events are unstaffed

stands and we need to be confident of the supplier's ability to set these up as stand-alone exhibitions, often within partner events. Break-down and collection needs to fit in with the instructions of the venues/organisers – again, often out of hours – and all items accounted for and returned to the central warehouse. Unusual requirements need to be accommodated in a flexible way – for example we have branded, re-usable thermos-mugs and our current event support team has agreed to wash and repackage any used mugs collected at events.

Suppliers are needed to fulfil our needs around:

Business as usual: A minimum of 3 working days on our requirement will be given

Next day service: A minimum of previous day will be given on our requirement

Section 5 – Evaluation of Bids

The evaluation model below shall be used for this Mini Competition, which will be determined to two decimal places.

Where a question is 'for information only' it will not be scored.

To maintain a high degree of rigour in the evaluation of your bid, a process of moderation will be undertaken to ensure consistency by all evaluators.

After moderation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6 = 16 \div 3 = 5.33$))

Pass / fail criteria		
Questionnaire	Q No.	Question subject
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Quality	AW6.1	Compliance to the Specification

Scoring criteria			
<p>Evaluation Justification Statement In consideration of this particular requirement UK SBS has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this Mini Competition. UK SBS considers these weightings to be in line with existing best practice for a requirement of this type.</p>			
Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	20%
Quality	AW6.2	Please demonstrate that you have a clear and thorough understanding of the requirements and provide your methodology of how you will meet the requirements. Please include any	20%

		challenges you foresee and how you will overcome these.	
Quality	AW6.3	Please provide details of your proposed solution for a web based self-service stock ordering system. Including but not limited to how you would implement this and what assumptions have been made. please ensure this refers to the requirement within the specification	20%
Quality	AW6.4	Please provide details of your approach to stock management and reporting; please refer to the specification and detail how this will aid the delivery of the required outputs.	20%
Quality	AW6.5	Please provide details of how you will fulfil publications & event collateral delivery and set up. please refer to the specification including but not limited to your approach to event set up and breakdown	20%

Evaluation of criteria

Non-Price elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation: Score/Total Points available multiplied by 20 ($60/100 \times 20 = 12$)

Where an evaluation criterion is worth 10% then the 0-100 score achieved will be multiplied by 10.

Example if a Bidder scores 60 from the available 100 points this will equate to 6% by using the following calculation: Score/Total Points available multiplied by 10 ($60/100 \times 10 = 6$)

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

All questions will be scored based on the above mechanism. Please be aware that the final score returned may be different as there will be multiple evaluators and their individual scores after a moderation process will be averaged (mean) to determine your final score.

Example

Evaluator 1 scored your bid as 60

Evaluator 2 scored your bid as 60

Evaluator 3 scored your bid as 50

Evaluator 4 scored your bid as 50

Your final score will $(60+60+50+50) \div 4 = 55$

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100,

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ($80/100 \times 50 = 40$)

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the e-sourcing questionnaire.

Guidance on completion of the questionnaire is available at <http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Section 7 – General Information

What makes a good bid – some simple do's 😊

DO:

- 7.1 Do comply with Procurement document instructions. Failure to do so may lead to disqualification.
- 7.2 Do provide the Bid on time, and in the required format. Remember that the date/time given for a response is the last date that it can be accepted; we are legally bound to disqualify late submissions.
- 7.3 Do ensure you have read all the training materials to utilise e-sourcing tool prior to responding to this Bid. If you send your Bid by email or post it will be rejected.
- 7.4 Do use Microsoft Word, PowerPoint Excel 97-03 or compatible formats, or PDF unless agreed in writing by the Buyer. If you use another file format without our written permission we may reject your Bid.
- 7.5 Do ensure you utilise the Emptoris messaging system to raise any clarifications to our Mini Competition. You should note that typically we will release the answer to the question to all bidders and where we suspect the question contains confidential information we may modify the content of the question to protect the anonymity of the Bidder or their proposed solution
- 7.6 Do answer the question, it is not enough simply to cross-reference to a 'policy', web page or another part of your Bid, the evaluation team have limited time to assess bids and if they can't find the answer, they can't score it.
- 7.7 Do consider who your customer is and what they want – a generic answer does not necessarily meet every customer's needs.
- 7.8 Do reference your documents correctly, specifically where supporting documentation is requested e.g. referencing the question/s they apply to.
- 7.9 Do provide clear and concise contact details; telephone numbers, e-mails and fax details.
- 7.10 Do complete all questions in the questionnaire or we may reject your Bid.
- 7.11 Do check and recheck your Bid before dispatch.

What makes a good bid – some simple do not's ☹

DO NOT

- 7.12 Do not cut and paste from a previous document and forget to change the previous details such as the previous buyer's name.
- 7.13 Do not attach 'glossy' brochures that have not been requested, they will not be read unless we have asked for them. Only send what has been requested and only send supplementary information if we have offered the opportunity so to do.
- 7.14 Do not share the Procurement documents, they are confidential and should not be shared with anyone without the Buyers written permission.
- 7.15 Do not seek to influence the procurement process by requesting meetings or contacting UK SBS or the Customer to discuss your Bid. If your Bid requires clarification the Buyer will contact you.
- 7.16 Do not contact any UK SBS staff or Customer staff without the Buyers written permission or we may reject your Bid.
- 7.17 Do not collude to fix or adjust the price or withdraw your Bid with another Party as we will reject your Bid.
- 7.18 Do not offer UK SBS or Customer staff any inducement or we will reject your Bid.
- 7.19 Do not seek changes to the Bid after responses have been submitted and the deadline for Bids to be submitted has passed.
- 7.20 Do not cross reference answers to external websites or other parts of your Bid, the cross references and website links will not be considered.
- 7.21 Do not exceed word counts, the additional words will not be considered.
- 7.22 Do not make your Bid conditional on acceptance of your own Terms of Contract, as your Bid will be rejected.

Some additional guidance notes

- 7.23 All enquiries with respect to access to the e-sourcing tool and problems with functionality within the tool may be submitted to Crown Commercial Service (CCS – previously Government Procurement Service), Telephone 0345 010 3503.
- 7.24 Bidders will be specifically advised where attachments are permissible to support a question response within the e-sourcing tool. Where they are not permissible any attachments submitted will not be considered.
- 7.25 Question numbering is not sequential and all questions which require submission are included in the Section 6 Evaluation Questionnaire.
- 7.26 Any Contract offered may not guarantee any volume of work or any exclusivity of supply.
- 7.27 We do not guarantee to award any Contract as a result of this procurement
- 7.28 All documents issued or received in relation to this procurement shall be the property of UK SBS.
- 7.29 We can amend any part of the procurement documents at any time prior to the latest date / time Bids shall be submitted through Emptoris.
- 7.30 If you are a Consortium you must provide details of the Consortiums structure.
- 7.31 Bidders will be expected to comply with the Freedom of Information Act 2000 or your Bid will be rejected.
- 7.32 Bidders should note the Government's transparency agenda requires your Bid and any Contract entered into to be published on a designated, publicly searchable web site. By submitting a response to this Mini Competition Bidders are agreeing that their Bid and Contract may be made public
- 7.33 Your bid will be valid for 60 days or your Bid will be rejected.
- 7.34 Bidders may only amend the Special terms if you can demonstrate there is a legal or statutory reason why you cannot accept them. If you request changes to the Contract and UK SBS fail to accept your legal or statutory reason is reasonably justified we may reject your Bid.
- 7.35 We will let you know the outcome of your Bid evaluation and where requested will provide a written debrief of the relative strengths and weaknesses of your Bid.
- 7.36 If you fail mandatory pass / fail criteria we will reject your Bid.
- 7.37 Bidders are required to use IE8, IE9, Chrome or Firefox in order to access the functionality of the Emptoris e-sourcing tool.

- 7.38 Bidders should note that if they are successful with their proposal UK SBS reserves the right to ask additional compliancy checks prior to the award of any Call Off Contract. In the event of a Bidder failing to meet one of the compliancy checks UK SBS may decline to proceed with the award of the Call Off Contract to the successful Bidder.
- 7.39 All timescales are set using a 24 hour clock and are based on British Summer Time or Greenwich Mean Time, depending on which applies at the point when Date and Time Bids shall be submitted through Emptoris
- 7.40 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement - including ensuring value for money and related aspects of good procurement practice.

For these purposes, UK SBS may disclose within Government any of the Bidders documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Bidder to UK SBS during this Procurement. The information will not be disclosed outside Government. Bidders taking part in this Mini Competition consent to these terms as part of the competition process.

- 7.41 From 2nd April 2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme to replace the current Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Bidders are encouraged to make themselves aware of the changes and identify any potential impacts in their Bid, as the protective marking and applicable protection of any material passed to, or generated by, you during the procurement process or pursuant to any Contract awarded to you as a result of this tender process will be subject to the new GSC from 2nd April 2014. The link below to the Gov.uk website provides information on the new GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

UK SBS reserves the right to amend any security related term or condition of the draft contract accompanying this Mini Competition to reflect any changes introduced by the GSC. In particular where this Mini Competition is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective marking scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the procurement as they apply to the procurement process and/or any contracts awarded to you as a result of the procurement process.

USEFUL INFORMATION LINKS

- [Emptoris Training Guide](#)
- [Emptoris e-sourcing tool](#)
- [Contracts Finder](#)
- [Tenders Electronic Daily](#)
- [Equalities Act introduction](#)
- [Bribery Act introduction](#)
- [Freedom of information Act](#)

Annex A: Full Inventory

Events - Equipment

Item Group	Item	Item Description	Cost Centre	Stock Level	Available Stock	Min Low Stock Level
Promotiona	C16/CO3 15	Innovate UK Empty A4 Folders	Events	650	650	301
DisplaySta	T/RUB55	IPO Banner	Events	1	1	0
Display St	T/RUB64	TSB Artwork Tubes	Events	5	5	0
Display St	T/RUB81	Innovate UK Agritech pull up stand	Events	0	0	0
Display St	T/RUB86	Innovate UK Here To... Pull Up Stand	Events	0	0	0
Display St	T/RUB87	Innovate UK We Connect Innovators Pull Up Stand	Events	1	1	0
Display St	T/RUB88	Innovate UK Here To Help Our Innovators Pull Up Stand	Events	0	0	0
DisplaySta	TEC/008	Literature Stand in blue bag	Events	0	0	0
DisplaySta	TEC/009	Perspex display stand A4	Events	0	0	0
DisplaySta	TEC/011	Literature Stands (Silver Box)	Events	0	0	0
Toolkit	TEC/012	Exhibitor Tool Kit	Events	4	4	0
DisplaySta	TEC/014	Lollipop Stand	Events	3	3	0
Display St	TEC/014 A	Artwork Bag Size A1	Events	0	0	0
Promotiona	TEC/026	Clear ID Wallet (Small) - badges	Events	4	4	200
Promotiona	TEC/026 A	Clear ID Wallet (Large) - badges	Events	200	200	0
Promotiona	TEC/026 B	Clear IDWallet (X Large) - badges	Events	1,361	1,361	200
Promotiona	TEC/026 C	Wallet Clips	Events	20	20	0
Promotiona	TEC/027 B	Lanyards (Metal Croc Clip - Thin Black)	Events	161	161	0
Promotiona	TEC/027 C	Lanyards (Plastic Clip)	Events	554	554	0
Display St	TEC/039	Plinths (all need replacing)	Events	0	0	0
Promotiona	TEC/047	Leaflet Perspex Stand (A5)	Events	9	9	0
Promotiona	TEC/055	Would Like to Meet Cards	Events	390	390	0
Promotiona	TEC/058	Glass Bowl	Events	1	1	0
DisplaySta	TEC/065	Literature Stand - Cascade Literature Rack ** DO NOT USE NEED REPLACING **	Events	4	4	0
Display St	TEC/072	Meet Me Board	Events	0	0	0
Display St	TEC/072 B	Meet Me Board Panel & Leg (consists of the 2 panels and 3 legs and bases)	Events	0	0	0
Camera	TEC/073	Polaroid Camera	Events	0	0	0
Display St	TEC/074	Literature Stand on wheels	Events	0	0	0
Display St	TEC/076	TV (2 in box + Laptop and VGA & Power Cable)	Events	0	0	0
Display St	TEC/080	Chrome Stool	Events	0	0	0
Display St	TEC/081	Darwin Dining Chair	Events	0	0	0

Display St	TEC/082	Sovereign Bar Table	Events	13	13	0
Display St	TEC/083	XL Round Table	Events	1	1	0
Display St	TEC/084	iPad Stand - White	Events	0	0	0
Promotiona	TEC/095	Innovate UK Pen	Events	10	10	0
Promotiona	TEC/096 A	Lanyard Purple - Innovate UK	Events	2,534	2,534	0
Promotiona	TEC/096 A	Lanyard Purple - Innovate UK	Events	0	0	0
DisplaySta	TEC/099	Lecturn	Events	2	2	0
Display St	TEC/100	White Stools (Pouffe)	Events	7	7	0
Promotiona	TEC/106	USB Stick - Blank	Events	100	100	0
Promotiona	TEC/112	Business Card Holder	Events	3	3	0
Promotiona	TEC/113	Business Card Holder (4 stack)	Events	4	4	0
Promotiona	TEC/116	Small Coloured Plinths (Red, Orange, Green, Purple, Blue & Pink)	Events	10	10	0
Promotiona	TEC/117	Large Coloured Plinths (Mint & Light Blue)	Events	1	1	0
Promotiona	TEC/118	Americano mugs	Events	786	786	100
Display St	TEC/119	Large Stand Connecting Innovators with the Right Partners - Innovate UK	Events	0	0	0
Promotiona	TEC/122	Desk Lamp	Events	1	1	0
Promotiona	TEC/124	Red Innovate Lanyards	Events	42	42	0
Promotiona	TEC/126	White Plinth with Top	Events	0	0	0
DisplaySta	TEC/127	Innovate UK - Funding Energy Innovations - 3x3m Stand	Events	1	1	0
Promotiona	TEC/128	Carrier bags - Innovate Yellow	Events	3,590	3,590	0
DisplaySta	TEC/135	Plinth - iPad	Events	0	0	0

Publications

Cost Centre	Stock Level	Available Stock	Min Low Stock Level	Dispose Date	Review Date
Pubs	0	0	100		
Pubs	200	200	0		
Pubs	900	900	0	01/03/2017	
Pubs	510	510	100	31/12/2016	
Pubs	18	18	100	30/07/2016	
Pubs	509	509	100		
Pubs	223	223	100		
Pubs	500	500	100	30/07/2016	
Pubs	251	251	100		
Pubs	183	183	100		
Pubs	420	420	100		28/02/2016
Pubs	0	0	100		
Pubs	20	20	51		
Pubs	84	84	51		
Pubs	163	163	50		
Pubs	317	317	100		04/01/2016
Pubs	187	187	101		04/01/2016
Pubs	134	134	100		01/03/2016
Pubs	1,946	1,946	100	01/03/2018	
Pubs	165	165	100	01/09/2016	
Pubs	547	547	0		01/12/2016
Pubs	153	153	100	30/09/2016	
Pubs	0	0	0		01/06/2015
Pubs	40	40	0		
Pubs	274	274	101		
Pubs	33	33	0		
Pubs	158	158	0		04/01/2016
Pubs	673	673	200		04/01/2016
Pubs	109	109	200		04/01/2016
Pubs	111	111	0		04/01/2016
Pubs	503	503	200		
Pubs	0	0	0		
Pubs	542	542	0		
Pubs	0	0	0		
Pubs	0	0	0		
Pubs	24	24	200		31/12/2015
Pubs	2,100	2,100	21		31/03/2016
Pubs	228	228	0		

Pubs	1,034	1,034	0	31/12/2016
Pubs	318	318	200	04/01/2016
Pubs	15	15	51	31/12/2015
Pubs	121	121	50	31/12/2015
Pubs	241	241	51	31/12/2015
Pubs	249	249	100	31/10/2015
Pubs	338	338	100	04/01/2016
Pubs	68	68	250	31/12/2015
Pubs	233	233	0	30/11/2015
Pubs	170	170	0	
Pubs	509	509	100	04/01/2016
Pubs	82	82	0	04/01/2016
Pubs	834	834	150	04/01/2016
Pubs	51	51	0	04/01/2016
Pubs	0	0	0	04/01/2016
Pubs	56	56	100	04/01/2016
Pubs	55	55	100	04/01/2016
Pubs	81	81	0	04/01/2016
Pubs	605	605	0	04/01/2016
Pubs	35	35	0	04/01/2016
Pubs	468	468	500	
Pubs	83	83	0	04/01/2016
Pubs	49	49	200	
Pubs	0	0	0	
Pubs	980	980	100	31/12/2018
Pubs	409	409	100	31/12/2015
Pubs	0	0	500	
Pubs	324	324	500	
Pubs	500	500	100	31/12/2015
Pubs	59	59	50	31/12/2015
Pubs	145	145	0	01/03/2016
Pubs	0	0	100	
Pubs	1,017	1,017	100	31/12/2015
Pubs	266	266	0	
Pubs	47	47	0	
Pubs	359	359	251	
Pubs	1,806	1,806	0	04/01/2016
Pubs	25	25	100	04/01/2016
Pubs	25	25	100	04/01/2016
Pubs	25	25	0	
Pubs	25	25	0	
Pubs	25	25	0	
Pubs	25	25	0	

Pubs	0	0	0	
Pubs	198	198	0	
Pubs	256	256	100	04/01/2016
Pubs	0	0	0	
Pubs	171	171	0	04/01/2016
Pubs	265	265	100	
Pubs	350	350	0	
Pubs	51	51	0	
Pubs	1,400	1,400	301	
Pubs	1,400	1,400	300	
Pubs	4,400	4,400	300	
Pubs	4,400	4,400	300	
Pubs	4,400	4,400	300	
Pubs	31	31	0	
Pubs	33	33	0	
Pubs	38	38	0	