



# Invitation to Quote

**Invitation to Quote (ITQ) on behalf of Department for  
Business, Energy & Industrial Strategy (BEIS)**

**Subject UK SBS Supply of Queen's Awards for Enterprise Winners  
Trophies**

**Sourcing reference number PS16217**

**UK Shared Business Services Ltd (UK SBS)**  
[www.uksbs.co.uk](http://www.uksbs.co.uk)

Registered in England and Wales as a limited company. Company Number 6330639.  
Registered Office North Star House, North Star Avenue, Swindon, Wiltshire SN2 1FF  
VAT registration GB618 3673 25  
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**UKSBS**  
  
*Shared Business Services*

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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 (BEIS) transition their procurement to UK SBS and Crown Commercial Services (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

### Department for Business, Energy & Industrial Strategy (BEIS)

The Department for Business, Energy & Industrial Strategy (BEIS) is the department for economic growth. The department invests in skills and education to promote trade, boost innovation and help people to start and grow a business. BIS also protects consumers and reduces the impact of regulation.

BEIS is a ministerial department, supported by 47 agencies and public bodies.

Our priorities for 2016 to 2017 include:

- business and enterprise
- competitiveness and exports
- science and innovation
- apprenticeships and skills
- higher education
- labour markets

We have around 2,500 staff working for BEIS plus around 500 people working for UK Trade & Investment in the UK.

Our partner organisations include 9 executive agencies employing around 14,500 staff.

We have BIS offices in London, Sheffield, Billingham, Cardiff, Darlington, Glasgow, Manchester, Nottingham, Runcorn and Watford.

### Department for Business, Energy & Industrial Strategy (BEIS) achievements include:

- Funding 457,000 apprenticeship starts in 2010-11 Academic Year
- Committing £75 million to support innovation in technology-based SMEs
- Helping 25,000 UK businesses (mainly SMEs), employing over 13 million people, to make the most of opportunities for growth in overseas markets; Growth Accelerator is a new Department for Business funded-service to help up to 26,000 small and medium enterprises (SMEs) grow as much as they can over three years. Working with an experienced coach, businesses will receive a personalised growth plan, training and workshops, networking and peer to peer support. SMEs can also learn how to develop their leadership and management capability.
- With the Cabinet Office, leading the review of 1,200 regulations across Government as part of the Red Tape Challenge, more than half of which will be scrapped or improved.

<http://www.bis.gov.uk>

## 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                             | Department for Business, Energy & Industrial Strategy (BEIS)  |
| 3.2                         | Buyer name  | Becky Eldridge  |
| 3.3                         | Buyer contact details                                 | professionalservices@uksbs.co.uk  |
| 3.4                         | Estimated value of the Opportunity                    | <p><b>£70,000.00 excluding VAT</b></p> <p>The initial contract duration is for 6 months with a maximum possible budget of £26,000.00 excluding VAT.</p> <p>The contract will be active from 1st February 2017 – 31st July 2017.</p> <p>There will be the option to extend the contract for a further two years starting from 1<sup>st</sup> August 2017 - 31st July 2019. The 2 year contract extension will have a maximum budget of £44,000.00 excluding VAT. The total contract value shall not exceed £70,000.00 excluding VAT.</p> |
| 3.5                         | Process for the submission of clarifications and Bids | <p><b>All correspondence shall be submitted within the Emptoris e-sourcing tool. Guidance Notes to support the use of Emptoris is available <a href="#">here</a>.</b></p> <p><b>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.</b></p>   |

| Section 3 - Timescales |  |            |
|------------------------|--|------------|
| 3.6                    | Date of Issue of Contract Advert and location of original Advert | 14.12.2016 |
| 3.7                    | Latest date/time ITQ clarification                               | 22.12.2016 |

|      |  |                        |
|------|--|------------------------|
|      | questions should be received through Emptoris messaging system   | 14:00gmt               |
| 3.8  | Latest date/time ITQ clarification answers should be sent to all potential Bidders by the Buyer through Emptoris | 04.01.2017<br>14:00gmt |
| 3.9  | Latest date/time ITQ Bid shall be submitted through Emptoris   | 09.01.2017<br>14:00gmt |
| 3.10 | Anticipated rejection of unsuccessful Bids date  | w/c 23.01.2017         |
| 3.11 | Anticipated Award date   | w/c 23.01.2017         |
| 3.12 | Anticipated Contract Start date  | 01.02.2017             |
| 3.13 | Anticipated Contract End date  | 01.02.2018             |
| 3.14 | Bid Validity Period  | 60 Days                |

## Section 4 – Specification

### **Introduction**

The Queen's Awards for Enterprise are the UK's most prestigious awards for businesses. The Awards recognise and reward outstanding achievement by UK organisations. They are managed by the Queen's Awards Office in the Department for Business, Energy and Industrial Strategy (BEIS).

Awards are presented in four separate categories:

- International Trade
- Innovation
- Sustainable Development
- Promoting Opportunity (through social mobility)

### **Aims**

Each year all the winners of the Queen's Awards for Enterprise are presented with a trophy. In recent times this has been a lead crystal glass bowl, engraved with the Queen's Awards Emblem and Award title and winning year.

The Queen's Awards Office is responsible for ordering the quantity of trophies required each year and instructing the supplier on the delivery addresses. The current contract has ended and therefore the Queen's Awards Office has a requirement for the provision of trophies for Award Winners in 2017, and the following 2 years.

### **Objectives**

The supplier will be responsible for the design, manufacture, quality control and delivery of the Awards.

Once the Winners are announced on 21 April each year, the Queen's Award Office will provide the delivery addresses for the trophies.

Deliveries of the Awards must be completed by 30 June each year. The supplier will send the trophies in presentation boxes to the relevant Lord-Lieutenant office in each county, except Greater London where the trophies are sent directly to the winning companies.

### **Background to the Requirement**

The trophies are presented to each Queen's Awards winner either by the Lord-Lieutenant of the winner's county or, occasionally, by a member of the Royal Family.

The supplier is responsible for sending the trophies to the relevant Lord-Lieutenant office (Annex A) in each county, once it has received instructions from the Queen's Awards Office. The exception to this is Greater London where the trophies are sent directly to the winning companies.

The trophy will need to be a non-fragile design which can be delivered to locations around the country. To avoid damage the trophies must be delivered by a courier company and not Royal mail.

An example of the spreadsheet which the Queen's Awards Office will send to the supplier is included at Annex A.

It will be the responsibility of the supplier to ensure that the trophies are checked before despatch and packaged to avoid any damage in transit.

Amount of winners in recent years:

2016: 253 winners

2015: 143 winners

2014: 170 winners

Please be advised that the price evaluation is based on providing 200 trophies per year. This is a realistic ESTIMATE for the volume of trophies required for the initial contract duration of one year, this could fluctuate however the volume will be confirmed on announcement of the winners on 21<sup>st</sup> April of each year. The unit cost should be firm and fixed and are exclusive of VAT.

In the past, previous trophies have varied in design and have been constructed from various materials including, glass, acrylic, metal and wood.

### **Scope**

6.1 The new trophies should be distinctive and designed to reflect the new modernised Queen's Awards, while retaining the prestige and achievement of receiving an award of this stature. They should not be an existing product range. Bidders can decide the material they propose to use to create the trophy and its size and shape. Dimensions should not exceed 22cm in width, 25cm height and 1740 grams.

6.2 The Authority would prefer that, where possible, the trophies are sourced from the United Kingdom.

6.3 The successful supplier will design, manufacture and supply:

- Estimation of 200 engraved trophies with the Queen's Awards emblem and the Award category;
- Luxury, satin-lined presentation boxes for the trophies

6.4 Engraving detail: each trophy will display one of the following Award categories:

- International Trade
- Innovation
- Sustainable Development
- Promoting Opportunity
- Engraving on the trophy is to be in font Arial, bold (uppercase)
- Wording on the trophy must appear as:

Example:

**THE QUEEN'S AWARDS FOR ENTERPRISE  
INTERNATIONAL TRADE  
2017**

Or

**THE QUEEN'S AWARDS  
FOR ENTERPRISE  
INTERNATIONAL TRADE  
2017**

- One Queen's Awards emblem is also engraved on the trophy.

6.5 A version of The Queen's Award emblem to be engraved on the sample to be submitted with your tender is shown here.



**THE QUEEN'S AWARDS  
FOR ENTERPRISE:  
INTERNATIONAL TRADE  
2016**



### **Timetable**

- In February annually, the Queen's Awards Office will notify the indicative number of trophies required for each category, subject to confirmation of the exact number after the Prime Minister's Advisory Committee has met in late February;
- Early **April** annually: The Authority will provide delivery addresses for the trophies;
- The order must be completed and ready for delivery by **30th June** each year;
- Exceptionally, final deliveries may be extended until 31 July, with the agreement of the Queen's Awards Office;
- The Contractor will ensure that engraved trophies are available for despatch and delivered on time in the event of a winning company or Lieutenancy Office advising the Authority of dates of presentation ceremonies. All trophies shall be supplied on time, undamaged and without flaws, and decorated/engraved to a high standard. Any imperfect trophies or boxes damaged-in-transit will be replaced by the Contractor.

## Section 5 – Evaluation model

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

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

The evaluation team may comprise staff from UK SBS, the Customer and any specific external stakeholders UK SBS deem required. After evaluation 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 ( $5+5+6=16\div3=5.33$ ))

### Pass / fail criteria

| Questionnaire | Q No.   | Question subject                  |
|---------------|---------|-----------------------------------|
| Commercial    | SEL1.2  | Employment breaches/ Equality     |
| Commercial    | FOI1.1  | Freedom of Information Exemptions |
| Commercial    | AW1.1   | Form of Bid                       |
| Commercial    | AW1.3   | Certificate of Bona Fide Bid      |
| Commercial    | AW3.1   | Validation check                  |
| Commercial    | AW4.1   | Contract Terms                    |
| Quality       | AW6.1   | Compliance to the Specification   |
| Quality       | PROJ2.1 | Delivery Times                    |
| Quality       | PROJ2.7 | Returns Policy and Warranties.    |

### Scoring criteria

#### 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 ITQ. UK SBS considers these weightings to be in line with existing best practice for a requirement of this type.

| Questionnaire | Q No.   | Question subject      | Maximum Marks |
|---------------|---------|-----------------------|---------------|
| Price         | AW5.2   | Price                 | 20%           |
| Quality       | PROJ2.2 | Working Relationships | 24%           |
| Quality       | PROJ2.3 | Creative Concept      | 24%           |
| Quality       | PROJ2.4 | Quality Assurance     | 16%           |

|         |         |                    |    |
|---------|---------|--------------------|----|
| Quality | PROJ2.5 | Account Management | 8% |
| Quality | PROJ2.6 | Project Plan       | 8% |

## 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 may be multiple evaluators and their individual scores 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 40

Evaluator 4 scored your bid as 40

Your final score will  $(60+60+40+40) \div 4 = 50$

**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:  $\text{Score/Total Points} \times 50$  ( $80/100 \times 50 = 40$ )

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.uksbs.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 ITQ. 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 (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 ITQ 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 Contract 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 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 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 ITQ 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 ITQ to reflect any changes introduced by the GSC. In particular where this ITQ 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 - Crystalware Delivery List 2016

## The Queen's Awards for Enterprise 2016

**Direct delivery to Greater London Winners**

## Innovation

| Leutenancy               | Winners Name                                      | Location       |                    |                          |                            |        |                |          |  |
|--------------------------|---|----------------|--------------------|--------------------------|----------------------------|--------|----------------|----------|--|
| South Yorkshire          | 3Squared Ltd                                      | Sheffield      |                    |                          |                            |        |                |          |  |
| Bedfordshire             | Abiligroup Limited                                | Amphill        |                    |                          |                            |        |                |          |  |
| South Glamorgan          | ActiveQuote Ltd                                   | Cardiff        |                    |                          |                            |        |                |          |  |
| South Yorkshire          | AESSEAL plc (Complex Systems Division)            | Rotherham      |                    |                          |                            |        |                |          |  |
| Cheshire                 | Alpha Biolaboratories Legal Ltd t/a AlphaBiolabs  | Warrington     |                    |                          |                            |        |                |          |  |
| Wiltshire                | apetito Ltd                                       | Trowbridge     |                    |                          |                            |        |                |          |  |
| Lancashire               | Aqua Fabrications Ltd                             | Skelmersdale   |                    |                          |                            |        |                |          |  |
| Cambridgeshire           | Argon Design Ltd                                  | Cambridge      |                    |                          |                            |        |                |          |  |
| Staffordshire            | ATP ATRS Ltd                                      | Cannock        |                    |                          |                            |        |                |          |  |
| Essex                    | Blok N Mesh UK Limited                            | Braintree      |                    |                          |                            |        |                |          |  |
| West Yorkshire           | Byworth Boilers Ltd                               | Keighley       |                    |                          |                            |        |                |          |  |
| East Sussex              | Cash Bases Limited                                | Newhaven       |                    |                          |                            |        |                |          |  |
| West Midlands            | CNG Services Ltd                                  | Olton          |                    |                          |                            |        |                |          |  |
| Leicestershire           | CommAgility Ltd                                   | Loughborough   |                    |                          |                            |        |                |          |  |
| Merseyside               | Communications Plus Ltd t/a O2                    | Rainford       |                    |                          |                            |        |                |          |  |
| Greater London           | Condeco Limited                                   | London         | Lynda Lowe         | 8th Floor Exchange Tower | 2. Harbour Exchange Square | London | Greater London | E14 9GE  |  |
| Essex                    | Contamac Ltd.                                     | Saffron Walden |                    |                          |                            |        |                |          |  |
| Berkshire                | Content Guru Ltd                                  | Bracknell      |                    |                          |                            |        |                |          |  |
| East Riding of Yorkshire | Crewshield Ltd                                    | Beverley       |                    |                          |                            |        |                |          |  |
| Cambridgeshire           | Darktrace Limited                                 | Cambridge      |                    |                          |                            |        |                |          |  |
| Warwickshire             | Dawcom Limited t/a Dawson                         | Alcester       |                    |                          |                            |        |                |          |  |
| Gwent                    | Direct Healthcare Services Ltd                    | Caerphilly     |                    |                          |                            |        |                |          |  |
| Hampshire                | Dryad Maritime Limited                            | Portsmouth     |                    |                          |                            |        |                |          |  |
| Kent                     | Ecoegg Ltd  | Maidstone      |                    |                          |                            |        |                |          |  |
| Norfolk                  | Epos Now  | Norwich        |                    |                          |                            |        |                |          |  |
| Essex                    | Excalibur Screwbolts Ltd                          | Hockley        |                    |                          |                            |        |                |          |  |
| Greater London           | Extreme Toys Ltd.                                 | London         | Anita Lin          | 12 Deer Park Road        |                            | London | London         | SW19 3FB |  |
| Berkshire                | FISCAL Technologies Ltd                           | Reading        |                    |                          |                            |        |                |          |  |
| Oxfordshire              | Forces Support Ltd                                | Witney         |                    |                          |                            |        |                |          |  |
| Greater Manchester       | G and B North West Ltd                            | Wigan          |                    |                          |                            |        |                |          |  |
| West Midlands            | G&P Group Holdings Ltd                            | Birmingham     |                    |                          |                            |        |                |          |  |
| Greater London           | Geolytix Ltd                                      | London         | Samantha Colebatch | Phoenix Yard             | 65 Kings Cross Road        | London | London         | WC1X 9LW |  |
| Staffordshire            | Global Heat Transfer Limited                      | Stone          |                    |                          |                            |        |                |          |  |
| Devon                    | Gooch & Housego (Torquay) Ltd                     | Torquay        |                    |                          |                            |        |                |          |  |
| Worcestershire           | Greenlighting Ltd                                 | Worcester      |                    |                          |                            |        |                |          |  |
| Essex                    | Ground Control Ltd                                | Billericay     |                    |                          |                            |        |                |          |  |
| Cheshire                 | Home Instead Senior Care                          | Warrington     |                    |                          |                            |        |                |          |  |
| Gloucestershire          | Hope for Tomorrow                                 | Tetbury        |                    |                          |                            |        |                |          |  |
| East Sussex              | Hummingbird Sensing Technology                    | Crowborough    |                    |                          |                            |        |                |          |  |
| Merseyside               | Inciner8 Limited                                  | Southport      |                    |                          |                            |        |                |          |  |
| Derbyshire               | Inni Ltd  | Derby          |                    |                          |                            |        |                |          |  |
| Tyne & Wear              | Integrated Display Systems Ltd                    | Wallsend       |                    |                          |                            |        |                |          |  |
| Cambridgeshire           | James and James Fulfilment Ltd                    | Sawston        |                    |                          |                            |        |                |          |  |
| Derbyshire               | JCB Power Systems                                 | Foston         |                    |                          |                            |        |                |          |  |
| West Yorkshire           | Lhasa Limited                                     | Leeds          |                    |                          |                            |        |                |          |  |
| Greater London           | Lily's Kitchen                                    | Vale of Health | Lisa Balliache     | PO Box 59287             | Vale of Health             | London |                | NW3 9JR  |  |
| Hertfordshire            | Lintbells Ltd                                     | Hitchin        |                    |                          |                            |        |                |          |  |
| Midlothian               | Liquid Gas Equipement Ltd t/a Babcock LGE Process | Edinburgh      |                    |                          |                            |        |                |          |  |
| West Glamorgan           | Lumishore Ltd                                     | Swansea        |                    |                          |                            |        |                |          |  |
| Glasgow                  | M Squared Lasers Limited                          | Glasgow        |                    |                          |                            |        |                |          |  |
| Warwickshire             | Majestic 12 Ltd trading as Majestic.com           | Birmingham     |                    |                          |                            |        |                |          |  |
| West Yorkshire           | Medisoft Limited                                  | Leeds          |                    |                          |                            |        |                |          |  |
| Greater Manchester       | Mettler Toledo Safeline Limited                   | Salford        |                    |                          |                            |        |                |          |  |

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|                          |  |                  |                             |                                    |                       |               |                |          |
|--------------------------|--|------------------|-----------------------------|------------------------------------|-----------------------|---------------|----------------|----------|
| Dorset                   | Micro Nav Limited                                  | Bournemouth      |                             |                                    |                       |               |                |          |
| Isle of Wight            | Mobile Vet Ltd                                     | Ventnor          |                             |                                    |                       |               |                |          |
| Greater Manchester       | Mobysoft Ltd                                       | Manchester       |                             |                                    |                       |               |                |          |
| Surrey                   | MR Solutions Ltd                                   | Guildford        |                             |                                    |                       |               |                |          |
| Greater London           | Ncam Technologies                                  | London           | Caroline Shawley            | 8/9 Carlisle St                    |                       | London        | London         | W1D 3BP  |
| Renfrewshire             | Peak Scientific Instruments Ltd                    | Inchinnan        |                             |                                    |                       |               |                |          |
| West Midlands            | Perinatal Institute                                | Birmingham       |                             |                                    |                       |               |                |          |
| Cambridgeshire           | Photocentric Ltd                                   | Peterborough     |                             |                                    |                       |               |                |          |
| West Midlands            | Pike Signals Ltd.                                  | Birmingham       |                             |                                    |                       |               |                |          |
| Hertfordshire            | Plasticell Limited                                 | Stevenage        |                             |                                    |                       |               |                |          |
| Greater London           | Plumis Ltd   | Clapham North    | Yusuf Muhammad              | Unit 1c, Clapham North Arts Centre | 26-32 Voltaire Rd     | Clapham North | Greater London | SW4 6DH  |
| Worcestershire           | Postcode Anywhere (Europe) Limited T/A PCA Predict | Worcester        |                             |                                    |                       |               |                |          |
| Merseyside               | Powder Systems Limited (PSL)                       | Liverpool        |                             |                                    |                       |               |                |          |
| Gloucestershire          | Precision Dippings Manufacturing Ltd               | Yate             |                             |                                    |                       |               |                |          |
| Midlothian               | Procuare Wizard Ltd                                | Edinburgh        |                             |                                    |                       |               |                |          |
| Norfolk                  | Rodtech UK Ltd                                     | Hingham          |                             |                                    |                       |               |                |          |
| Gloucestershire          | Roftek Ltd t/a Flexmort                            | Gloucester       |                             |                                    |                       |               |                |          |
| Surrey                   | Sesame Access Systems Ltd                          | Byfleet          |                             |                                    |                       |               |                |          |
| Oxfordshire              | Sesui Ltd  | Oxford           |                             |                                    |                       |               |                |          |
| East Yorkshire           | SG Technical Systems Ltd                           | Market Weighton  |                             |                                    |                       |               |                |          |
| Greater Manchester       | Sherwin-Williams Protective & Marine Coatings      | Bolton           |                             |                                    |                       |               |                |          |
| Hertfordshire            | Specialised Imaging Limited                        | Tring            |                             |                                    |                       |               |                |          |
| Leicestershire           | Sublime Science                                    | Leicester        |                             |                                    |                       |               |                |          |
| Greater London           | TestPlant Ltd                                      | London           | Milli d'Hangest d'Yvoy      | 6 Snow Hill                        |                       | London        | London         | EC1A 2AY |
| West Midlands            | TF3 Limited  | Birmingham       |                             |                                    |                       |               |                |          |
| West Yorkshire           | The Body Doctor Limited                            | Denby Dale       |                             |                                    |                       |               |                |          |
| Hampshire                | The Conair Group Limited                           | Fleet            |                             |                                    |                       |               |                |          |
| South Yorkshire          | The Floow Limited                                  | Sheffield        |                             |                                    |                       |               |                |          |
| West Midlands            | The Training Foundation Limited                    | Coventry         |                             |                                    |                       |               |                |          |
| Greater London           | trueCall Group Ltd t/a trueCall                    | Richmond         | Steve Smith                 | trueCall, 2 Old Palace Lane        |                       | Richmond      | London         | TW91PG   |
| Greater London           | Unilink Technology Services Ltd                    | London, Bristol  | Alex Zlatinova              | Europoint                          | 5-11 Lavington Street |               | London         | SE1 0NZ  |
| Renfrewshire             | Vascutek Limited                                   | Inchinnan        |                             |                                    |                       |               |                |          |
| Edinburgh                | Vegware Ltd  | Edinburgh        |                             |                                    |                       |               |                |          |
| Somerset                 | Viper Subsea Technology Ltd                        | Portishead       |                             |                                    |                       |               |                |          |
| Greater London           | Vision RT Ltd                                      | London           | Nicola Sheppey              | Dove House                         | Arcadia Avenue        |               | London         | N32JU    |
| Tyne & Wear              | Walker Filtration Limited                          | Washington       |                             |                                    |                       |               |                |          |
| Greater London           | Welch and Tidy Ltd                                 | Perivale         | Swarn Kandhari              | Europa House                       | 18 Wadsworth Road     | Perivale      | Middlesex      | UB6 7JD  |
| Oxfordshire              | White Brothers (Witney) Limited                    | Witney           |                             |                                    |                       |               |                |          |
| Leicestershire           | Winbro Group Technologies Ltd                      | Coalville        |                             |                                    |                       |               |                |          |
|                          |  |                  |                             |                                    |                       |               |                |          |
| Armagh                   | International Trade                                | Craigavon        |                             |                                    |                       |               |                |          |
| Greater London           | A.J. Power Limited                                 | London           | Mr Thuraichamy Thayananthan | 5 Picketts Lock Lane               |                       | Edmonton      | London         | N9 0AS   |
| Buckinghamshire          | Abra Wholesale Ltd                                 | Wooburn Green    |                             |                                    |                       |               |                |          |
| Hampshire                | Access All Areas (GB) Ltd                          | Basingstoke      |                             |                                    |                       |               |                |          |
| Gloucestershire          | Adare International Ltd                            | Gloucester       |                             |                                    |                       |               |                |          |
| Greater London           | Advanced Insulation Limited                        | London           | Matthew Hooper              | 83 Cambridge Street                |                       | Middlesex     | London         | SW1V 4PS |
| Greater London           | Afinium Ltd  | London           | Hannah Kennell              | 22 Stukeley Street                 |                       |               | London         | WC2B 5LR |
| Midlothian               | AIG Edenspiekermann Ltd, t/a Applied Wayfinding    | Penicuik         |                             |                                    |                       |               |                |          |
| Cheshire                 | Alba Bioscience Limited (Trading as Quotient)      | Congleton        |                             |                                    |                       |               |                |          |
| Hertfordshire            | Anari Ltd  | Hertford         |                             |                                    |                       |               |                |          |
| Kent                     | Andusia Recovered Fuels Limited                    | Tunbridge Wells  |                             |                                    |                       |               |                |          |
| Essex                    | AXA PPP International                              | Loughton         |                             |                                    |                       |               |                |          |
| Surrey                   | Base London Limited                                | Farnham          |                             |                                    |                       |               |                |          |
| Merseyside               | Benchmark Geophysical Consulting Limited           | Liverpool        |                             |                                    |                       |               |                |          |
| West Sussex              | Bibby Maritime Limited                             | Burgess Hill     |                             |                                    |                       |               |                |          |
| Bedfordshire             | Blue Eyed Sun Ltd                                  | Leighton Buzzard |                             |                                    |                       |               |                |          |
| East Riding of Yorkshire | British Converting Solutions Ltd                   | Hull             |                             |                                    |                       |               |                |          |
| Suffolk                  | Bureau UK Recruitment Limited                      | Ipswich          |                             |                                    |                       |               |                |          |
| Gloucestershire          | Burland Technology Solutions Ltd.                  | Bristol          |                             |                                    |                       |               |                |          |
| Cambridgeshire           | Calnet Systems Ltd - t/a British Corner Shop       | Cambridge        |                             |                                    |                       |               |                |          |
| Cambridgeshire           | Cambridge Integrated Circuits Ltd                  |                  |                             |                                    |                       |               |                |          |

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| West Yorkshire     | Camira Group Ltd   | Mirfield          |                          |                                     |              |           |                      |
| Hampshire          | Captec Ltd   | Fareham           |                          |                                     |              |           |                      |
| Surrey             | Cara Technology Limited                                      | Leatherhead       |                          |                                     |              |           |                      |
| Surrey             | CGC Technology Limited                                       | Farnham           |                          |                                     |              |           |                      |
| Greater London     | Charles Tyrwhitt   | London            | Carolyn Polo Del Vecchio | The Cottons Centre                  | Cottons Lane | London    | SE1 2QG              |
| Northamptonshire   | Cheaney Shoes Ltd  | Desborough        |                          |                                     |              |           |                      |
| Bedfordshire       | Comline Auto Parts Limited                                   | Luton             |                          |                                     |              |           |                      |
| Cheshire           | Crawford Healthcare Ltd                                      | Knutsford         |                          |                                     |              |           |                      |
| Oxfordshire        | David Harber Ltd   | Aston Upthorpe    |                          |                                     |              |           |                      |
| Cheshire           | Delamere Dairy Ltd   | Knutsford         |                          |                                     |              |           |                      |
| Staffordshire      | Dermal Technology Laboratory Ltd                             | Keele,            |                          |                                     |              |           |                      |
| Antrim             | Devenish Nutrition International                             | Belfast           |                          |                                     |              |           |                      |
| Berkshire          | Dog Rocks UK Distribution Ltd                                | Maidenhead        |                          |                                     |              |           |                      |
| Somerset           | Double First Ltd   | Yeovil, Newbury   |                          |                                     |              |           |                      |
| Cheshire           | Elegant Address South of France                              | Chester           |                          |                                     |              |           |                      |
| City of Aberdeen   | Entier Limited   | Aberdeen          |                          |                                     |              |           |                      |
| Greater London     | Eskan Electronics Ltd  | Greenford         | Mr Andy Williams         | Unit 14/15 Kelvin Industrial Estate | Long Drive   | Greenford | Middlesex<br>UB6 8WA |
| Hertfordshire      | Esprit Digital Ltd   | Borehamwood       |                          |                                     |              |           |                      |
| Hampshire          | Exclaimer Limited  | Farnborough       |                          |                                     |              |           |                      |
| Lancashire         | Fairbanks Environmental Limited                              | Skelmersdale      |                          |                                     |              |           |                      |
| Ross and Cromarty  | FAO27 Ltd  | Dingwall          |                          |                                     |              |           |                      |
| Greater London     | First Point Group  | Soho              | Stephanie Beaumont       | 151 Wardour Street                  |              | Soho      | London<br>W1F 8WE    |
| Aberdeenshire      | Flowline Specialists Limited                                 | Oldmeldrum        |                          |                                     |              |           |                      |
| Buckinghamshire    | Focusrite Audio Engineering Limited                          | High Wycombe      |                          |                                     |              |           |                      |
| Lancashire         | GA Pet Food Partners   | Chorley           |                          |                                     |              |           |                      |
| Cheshire           | Genesys International Ltd.                                   | Middlewich        |                          |                                     |              |           |                      |
| Greater Manchester | GGR Group Ltd  | Oldham            |                          |                                     |              |           |                      |
| South Yorkshire    | GO Superfoods Ltd t/a Green Origins and Rainforest Foods     | Sheffield         |                          |                                     |              |           |                      |
| Lincolnshire       | Greenray Capital Ltd   | Lincoln           |                          |                                     |              |           |                      |
| South Yorkshire    | Gripple Ltd  | Sheffield         |                          |                                     |              |           |                      |
| Northumberland     | GT Culpitt & Sons Ltd t/a Culpitt Ltd & Sugarfayre Ltd       | Ashington         |                          |                                     |              |           |                      |
| Leicestershire     | H.K Wentworth Ltd  | Ashby de la Zouch |                          |                                     |              |           |                      |
| Dorset             | Haystack Dryers Limited                                      | Ferndown          |                          |                                     |              |           |                      |
| Bedfordshire       | Hayward Tyler Group Limited                                  | Luton             |                          |                                     |              |           |                      |
| Fife               | HCS Control Systems Ltd                                      | Glenrothes        |                          |                                     |              |           |                      |
| Gloucestershire    | Helipebs Controls Ltd  | Gloucester        |                          |                                     |              |           |                      |
| South Yorkshire    | Highfield International Ltd                                  | Doncaster         |                          |                                     |              |           |                      |
| Warwickshire       | Holland & Barrett (part of NBTY Europe)                      | Nuneaton          |                          |                                     |              |           |                      |
| Shropshire         | Hoshizaki Europe Limited                                     | Telford           |                          |                                     |              |           |                      |
| City of Aberdeen   | HRH Limited t/a HRH Geology                                  | Aberdeen          |                          |                                     |              |           |                      |
| Bedfordshire       | iCandy World Limited   | Biggleswade       |                          |                                     |              |           |                      |
| Cheshire           | ICC Solutions Limited  | Warrington        |                          |                                     |              |           |                      |
| West Yorkshire     | Icon Office Design Ltd                                       | Featherstone      |                          |                                     |              |           |                      |
| Merseyside         | Inciner8 Limited   | Southport         |                          |                                     |              |           |                      |
| Greater Manchester | Inclusive Technology Ltd                                     | Oldham            |                          |                                     |              |           |                      |
| Greater London     | Independent Cement Consultants Ltd                           | London            | Kevin Rudd               | BM Box 46791                        |              | London    | WC1N 3XX             |
| Angus              | Interplex PMP Ltd  | Arbroath          |                          |                                     |              |           |                      |
| Norfolk            | INTO University of East Anglia                               | Norwich           |                          |                                     |              |           |                      |
| Greater Manchester | IPEC Limited   | Manchester        |                          |                                     |              |           |                      |
| Greater London     | JAC Travel Limited   | London            | David Tarsh              | 62-64 Chancellor's Road             |              | London    | W6 9RS               |
| Staffordshire      | JCB Compact Products Ltd                                     | Stoke-on-Trent    |                          |                                     |              |           |                      |
| Derbyshire         | JCB Power Systems Limited                                    | Foston            |                          |                                     |              |           |                      |
| City of Aberdeen   | John Ross Jr (Aberdeen) Ltd                                  | Aberdeen          |                          |                                     |              |           |                      |
| Clwyd              | Kent Periscopes Limited                                      | St Asaph          |                          |                                     |              |           |                      |
| Midlothian         | Kettle Collective Ltd  | Edinburgh         |                          |                                     |              |           |                      |
| Cambridgeshire     | Kinesis Limited  | St. Neots         |                          |                                     |              |           |                      |
| Shropshire         | Kudos Blends Ltd.  | Cleobury Mortimer |                          |                                     |              |           |                      |
| Nottinghamshire    | LEEC Ltd   | Nottingham        |                          |                                     |              |           |                      |
| Somerset           | LEW Techniques Ltd   | Taunton           |                          |                                     |              |           |                      |
| Greater London     | Lifescience Dynamics Limited                                 | London            | Rafaat Rahmani           | 23 Hanover Square                   |              | London    | W1S 1JB              |
| Lancashire         | Linemark UK Limited  | Rawtenstall       |                          |                                     |              |           |                      |
| Midlothian         | Liquid Gas Equipment Limited, trading as Babcock LGE Process | Edinburgh         |                          |                                     |              |           |                      |

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| Buckinghamshire          | Litre Meter  | North Marston     |                 |                            |                                 |          |               |
| West Midlands            | Lock Stock & Barrel Grooming Company   | Birmingham        |                 |                            |                                 |          |               |
| Somerset                 | Lovehoney Ltd.   | Bath              |                 |                            |                                 |          |               |
| Cheshire                 | LPW Technology Ltd   | Runcorn           |                 |                            |                                 |          |               |
| Buckinghamshire          | Lund Halsey Console Systems Ltd  | Aylesbury         |                 |                            |                                 |          |               |
| Cambridgeshire           | Marshall Aerospace and Defence Group t/a Marshall of Cambridge Aerospace Ltd | Cambridge         |                 |                            |                                 |          |               |
| Cambridgeshire           | Mass Consultants Limited t/a MASS  | St Neots          |                 |                            |                                 |          |               |
| West Midlands            | MCP Management Consultants Ltd.  | Solihull          |                 |                            |                                 |          |               |
| Perth and Kinross        | Merlin ERD Ltd   | Perth             |                 |                            |                                 |          |               |
| West Sussex              | Metricell Ltd  | Horsham           |                 |                            |                                 |          |               |
| Cheshire                 | Mobica   | Wilmslow          |                 |                            |                                 |          |               |
| Devon                    | Moo Free Ltd t/a Moo Free & Moo Free Chocolates                              | Devon and Reading |                 |                            |                                 |          |               |
| Hampshire                | Morgan Innovation & Technology Limited                                       | Petersfield       |                 |                            |                                 |          |               |
| Hampshire                | MRT Castings Ltd   | Andover           |                 |                            |                                 |          |               |
| Greater London           | Nasco (UK) Ltd   | Southall          | Nisha Vidani    | Unit K, Dean Way           | Great Western Industrial Estate | Southall | UB2 4SB       |
| East Riding of Yorkshire | Nitesite Ltd   | York              |                 |                            |                                 |          |               |
| Greater Manchester       | Northern Drives & Controls Ltd   | Manchester        |                 |                            |                                 |          |               |
| Greater London           | OMK Design Ltd   | London            | Matt Osborne    | Stephen Building           | 30 Gresse Street                | London   | W1T 1QR       |
| Cambridgeshire           | Omobono Limited  | Cambridge         |                 |                            |                                 |          |               |
| Aberdeenshire            | Online Valves Limited  | Aberdeen          |                 |                            |                                 |          |               |
| West Sussex              | Only Natural Products Ltd  | Storrington       |                 |                            |                                 |          |               |
| Oxfordshire              | OpTek Ltd t/a OpTek Systems  | Abingdon          |                 |                            |                                 |          |               |
| Worcestershire           | Orchard Valley Foods Limited   | Tenbury Wells     |                 |                            |                                 |          |               |
| Oxfordshire              | Oxford Programs Limited t/a Oxford Royale Academy                            | Oxford            |                 |                            |                                 |          |               |
| Greater London           | Pai Skincare   | London            | Flo Glendenning | 18 Colville Road           |                                 | London   | W3 8BL        |
| Renfrewshire             | Peak Scientific Instruments Ltd  | Inchinnan         |                 |                            |                                 |          |               |
| Kent                     | Polypipe Limited   | Doncaster         |                 |                            |                                 |          |               |
| Berkshire                | Porterhouse Medical Ltd  | Reading           |                 |                            |                                 |          |               |
| Staffordshire            | Portmeirion Group PLC  | Stoke-on-Trent    |                 |                            |                                 |          |               |
| Merseyside               | Powder Systems Limited (PSL)   | Liverpool         |                 |                            |                                 |          |               |
| City of London           | Pregin Limited   | London EC4        |                 |                            |                                 |          |               |
| East Sussex              | Prime Education and Training Limited trading as Kings Education              | Hove              |                 |                            |                                 |          |               |
| Somerset                 | Probiotics International (Protexin) Ltd.                                     | Lopen Head        |                 |                            |                                 |          |               |
| Suffolk                  | ProSynth Limited   | Sudbury           |                 |                            |                                 |          |               |
| Hertfordshire            | Quanta Consultancy Services Ltd  | Berkhamsted       |                 |                            |                                 |          |               |
| Greater Manchester       | RealityMine  | Manchester        |                 |                            |                                 |          |               |
| Northamptonshire         | Red Arch Manufacturing Ltd   | Daventry          |                 |                            |                                 |          |               |
| Greater Manchester       | Regatta Limited  | Urmston           |                 |                            |                                 |          |               |
| Gloucestershire          | Robert Welch Designs Limited   | Chipping Campden  |                 |                            |                                 |          |               |
| Cheshire                 | RSK Group plc  | Helsby            |                 |                            |                                 |          |               |
| Greater Manchester       | S+B UK Ltd   | Swinton           |                 |                            |                                 |          |               |
| Cheshire                 | Sandon Global Engraving Technology Ltd                                       | Runcorn           |                 |                            |                                 |          |               |
| Surrey                   | Scuderia Car Parts Limited   | Egham             |                 |                            |                                 |          |               |
| Lancashire               | Slingco Ltd  | Whitworth         |                 |                            |                                 |          |               |
| Surrey                   | Solventis Limited  | Shere             |                 |                            |                                 |          |               |
| Somerset                 | Somerdale International Limited  | Wellington        |                 |                            |                                 |          |               |
| Greater London           | Source Information Services Limited  | London            | David Pippett   | 20 St Dunstan's Hill       |                                 | London   | EC3R 8HL      |
| Isle of Wight            | Spinlock Limited   | Cowes             |                 |                            |                                 |          |               |
| Bedfordshire             | Squirrels Uk Ltd   | Luton             |                 |                            |                                 |          |               |
| Buckinghamshire          | Stateside Skates Ltd   | Amersham          |                 |                            |                                 |          |               |
| East Sussex              | Stelfox UK Ltd   | Brighton          |                 |                            |                                 |          |               |
| Greater London           | STEM Marketing Ltd   | Chiswick          | Rob Wood        | The Lightbox, Unit 143/144 | 111 Power Road                  | Chiswick | London W4 5PY |
| Nottinghamshire          | Strata Products Ltd  | Pinxton           |                 |                            |                                 |          |               |
| Greater London           | Sybarite UK Ltd  | London            | Kunita Hoole    | The Peoples Hall           | 2 Olaf Street                   | London   | W11 4BE       |
| Berkshire                | Talacrest 2000 AD Limited  | Bracknell         |                 |                            |                                 |          |               |
| Greater London           | talkSPORT International Organisation   | London            | Amy Grantham    | 18 Hatfields               |                                 | London   | SE1 8DJ       |
| West Midlands            | The Binding Site Group Ltd   | Birmingham        |                 |                            |                                 |          |               |
| Warwickshire             | The JMB Partnership Ltd  | Wellesbourne      |                 |                            |                                 |          |               |
| Greater London           | TLC Marketing Group Ltd  | London            | Emma Critchley  | 17 Harcourt Street         |                                 | London   | W1H 4HF       |
| Dorset                   | Trimetals Limited  | Blandford Forum   |                 |                            |                                 |          |               |
| Greater London           | Vision RT Ltd  | London            | Nicola Sheppey  | Dove House                 | Arcadia Avenue                  | London   | N3 2JU        |
| Surrey                   | Vocality International Ltd   | Shackleford       |                 |                            |                                 |          |               |
| Cheshire                 | Wheelwash Limited  | Crewe             |                 |                            |                                 |          |               |

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| West Sussex    | Willard Conservation Ltd  | Chichester          |                 |                                  |                      |          |          |
| Worcestershire | Winsted Ltd   | Bromsgrove          |                 |                                  |                      |          |          |
| West Yorkshire | Wooltex UK Ltd  | Huddersfield        |                 |                                  |                      |          |          |
| Greater London | World First UK Limited  | London              | Jonathan Quin   | 10th & 11th Floor Millbank Tower | 21-24 Millbank Tower | London   | SW1P 4QP |
| West Yorkshire | Xiros Ltd   | Leeds               |                 |                                  |                      |          |          |
|                | Sustainable Development   |                     |                 |                                  |                      |          |          |
| Suffolk        | Anglia Print Ltd  | Location<br>Beccles |                 |                                  |                      |          |          |
| Greater London | Matrix APA (UK) Limited   | London              | Samantha Curtis | 51 Clapham High Street           |                      |          | SW4 7TL  |
| Greater London | Premier Moves Ltd (t/a Premier Workplace Services) - Premier Sustain Division | Edmonton            | Ann Beavis      | Premier House, 1 Ardra Road      |                      | Edmonton | N9 0BD   |
| Oxfordshire    | Seacourt Ltd  | Oxford              |                 |                                  |                      |          |          |
| Greater London | The British Land Company PLC  | London              | Pip Wood        | York House                       | 45 Seymour Street    | London   | W1H 7LX  |
| Greater London | The Fairtrade Foundation  | London              | Susannah Henty  | Ibex House                       | 42-47 Minories       | London   | EC3N 1DY |
| Surrey         | Wates Group   | Leatherhead         |                 |                                  |                      |          |          |

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| Lieutenancy              | Name                           | Clerk to the Lieutenancy Office    | Address1   | Address2                                  | Address3             | Address4                 | Postcode |
|--------------------------|--------------------------------|------------------------------------|--|---|----------------------|--------------------------|----------|
| Aberdeenshire            | Jim Savege                     | Clerk to the Lieutenancy           | Aberdeenshire Council                            | Woodhill House, Westburn Road             | Aberdeen             |                          | AB16 5GB |
| Angus                    | Elaine Whittet                 | Lieutenancy Officer                | Angus Council, Angus House                       | Orchardbank Business Park                 | Forfar               |                          | DD8 1AX  |
| Armagh                   | Evelyn Beattie                 | Clerk to the Lieutenancy           | Lime Park  | 29 Derrycourtney Road                     | Caledon              | County Tyrone            | BT68 4UQ |
| Bedfordshire             | Mr Alan Millbery               | Clerk to the Lieutenancy Office    | Central Bedfordshire Council                     | Priory House, Monks Walk                  | Chicksands, Shefford | Bedfordshire             | SG17 5TQ |
| Berkshire                | Mrs Marina Sawyer              | Clerk to the Lieutenancy Office    | Berkshire Record Office                          | 9 Coley Avenue                            | Reading              | Berkshire                | RG1 6AF  |
| Buckinghamshire          | Mr Joe Bradshaw                | Clerk to the Lieutenancy Office    | County Hall                                      | Aylesbury                                 | Buckinghamshire      |                          | HP20 1UA |
| Cambridgeshire           | Mrs Kathy Jacklin              | Clerk to the Lieutenancy Office    | SH1104, Shire Hall                               | Castle Hill                               | Cambridge            |                          | CB3 0AP  |
| Cheshire                 | Mr Robin Roberts               | Lieutenancy Office                 | 3 Cotgreaves Close                               | Westminster Park                          | Chester              |                          | CH4 7RA  |
| City of Aberdeen         | Mr David Gow                   | Clerk to the Lieutenancy Office    | Town House                                       | Broad Street                              | Aberdeen             | Scotland                 | AB10 1FY |
| City of Bristol          | Mrs Sheila Wileman             | Clerk to the Lieutenancy Office    | Leigh Court                                      | Abbots Leigh                              | Bristol              |                          | BS8 3RA  |
| City of Edinburgh        | Ms Norma Cuthbertson           | Clerk to the Lieutenancy           | The City of Edinburgh Council                    | City Chambers                             | High Street          | Edinburgh                | EH1 1VJ  |
| City of Glasgow          | Carriana Innes                 | Clerk to the Lieutenancy           | Glasgow City Council, City Chambers              | George Square                             | Glasgow              |                          | G2 1DU   |
| City of London           | Hilary Joseph                  | The Lord Mayor's Office            | Mansion House                                    |   | London               |                          | EC4N 8BH |
| Clwyd                    | Sharron Jones                  | Clerk to the Lieutenancy           | County Hall                                      |   | Mold                 | Flintshire               | CH7 6NB  |
| County Antrim            | Mr Thomas Adair                | Clerk to the Lieutenancy           | c/o Carson & McDowell                            | Murray House                              | 4/5 Murray Street    | Belfast                  | BT1 6DN  |
| County Durham            | Norma Wilson                   | Clerk to the Lieutenancy Office    | The Rivergreen Centre                            | Aykley Heads                              | Durham               |                          | DH1 5TS  |
| Derbyshire               | Mrs Debra Heaton               | Clerk to the Lieutenancy Office    | Town Hall  | Matlock                                   | Derbyshire           |                          | DE4 3NN  |
| Devon                    | Mrs Rosalie Robison            | Clerk to the Lieutenancy Office    | County Hall                                      | Topsham Road                              | Exeter               | Devon                    | EX2 4QD  |
| Dorset                   | Mrs Marilyn Porter             | Clerk to the Lieutenancy Office    | County Hall                                      | Colliton Park                             | Dorchester           | Dorset                   | DT1 1XJ  |
| East Riding of Yorkshire | Sarah Asquith                  | Clerk to the Lieutenancy Office    | County Hall                                      |   | Beverley             | East Riding of Yorkshire | HU17 9BA |
| East Sussex              | Martin Warren                  | Assistant Clerk to the Lieutenancy | Civic Office, Brighton Town Hall                 | Bartholomew's Square                      | Brighton             |                          | BN1 1JA  |
| Essex                    | Mrs Lorraine King              | Deputy Clerk to the Lieutenancy    | P.O. Box 11                                      | County Hall                               | Chelmsford           | Essex                    | CM1 1LX  |
| Fife                     | Linda Bissett                  | Clerk to the Lieutenancy Office    | Fife Council, Fife House                         | North Street                              | Glenrothes           | Fife                     | KY7 5LT  |
| Gloucestershire          | Joanne Moore                   | Clerk to the Lieutenancy Office    | Shire Hall                                       | Westgate Street                           | Gloucester           |                          | GL1 2TG  |
| Greater Manchester       | Rev'd Canon Paul Denby MBE     | Clerk to the Lieutenancy           | Gaddum House                                     | 6 Great Jackson Street                    | Manchester           |                          | M15 4AX  |
| Gwent                    | Paul Matthews                  | Clerk to the Lieutenancy           | Monmouthshire County Council                     | County Hall                               | The Rhadyr           | Usk                      | NP15 1GA |
| Hampshire                | Ms Kate Parkinson              | Office of the Lieutenancy          | Serle's House                                    | Gar Street                                | Winchester           | Hampshire                | SO23 8GQ |
| Herefordshire            | Mr Alistair Neill              | Office of the Lieutenancy          | Herefordshire Lieutenancy Office                 | Herefordshire Council                     | Plough Lane Offices  | Hereford                 | HR4 0LE  |
| Hertfordshire            | Mrs Susan Wright               | Clerk to the Lieutenancy Office    | County Hall                                      | Hertford                                  | Hertfordshire        |                          | SG13 8DE |
| Isle of Wight            | Gillian Phenix                 | Clerk to the Lieutenancy           | County Hall                                      |   | Newport              | Isle of Wight            | PO30 1UD |
| Kent                     | Jo Holmes                      | Clerk to the Lieutenancy Office    | Sessions House                                   | County Hall                               | Maidstone            | Kent                     | ME14 1XQ |
| Lanarkshire              | Katherine Hunter               | Clerk to the Lieutenancy Office    | North Lanarkshire Council                        | Civic Centre                              | Windmillhill Street  | Motherwell, Scotland     | ML1 1AB  |
| Lancashire               | Sue Wilding                    | Clerk to the Lieutenancy Office    | Lancashire Lieutenancy Office                    | County Hall                               | Preston              | Lancashire               | PR1 8XJ  |
| Leicestershire           | Tim Webster                    | Clerk to the Lieutenancy Office    | County Hall                                      | Glenfield                                 | Leicester            | Leicestershire           | LE3 8RA  |
| Lincolnshire             | Rachel Wallis                  | Clerk to the Lieutenancy Office    | Democratic Services, Lincolnshire County Council | Room 6, County Offices                    | Newland              | Lincoln                  | LN1 1YL  |
| Merseyside               | Lieutenant Colonel Sean McEvoy | Clerk to the Lieutenancy           | P.O. Box 144                                     | RSA, The Capital Building, New Hall Place | Old Hall Street      | Liverpool                | L69 3EN  |
| Midlothian               | Lorraine Brown                 | Clerk to the Lieutenancy           | Midlothian House                                 | Buccleuch Street                          | Dalkeith             | Midlothian               | EH22 1DN |
| Norfolk                  | Miss Caroline Clarke           | Clerk to the Lieutenancy Office    | Norfolk County Council                           | County Hall, Martineau Lane               | Norwich              | Norfolk                  | NR1 2DH  |
| North Yorkshire          | Mrs Amanda Fry                 | Clerk to the Lieutenancy           | North Yorkshire County Council                   | County Hall                               | Northallerton        | North Yorkshire          | DL7 8AD  |
| Northamptonshire         | Paul Blatern                   | Clerk to the Lieutenancy           | Northamptonshire County Council                  | County Hall                               | Northampton          |                          | NN1 1AN  |
| Northumberland           | Janette Milburn                | Clerk to the Lieutenancy Office    | County Hall                                      |   | Morpeth              | Northumberland           | NE61 2EF |
| Nottinghamshire          | Gaynor Brown                   | Clerk to the Lieutenancy Office    | 23 Beckingthorpe Drive                           | Bottesford                                |                      | Nottinghamshire          | NG13 0DN |
| Oxfordshire              | Vanessa Windsor                | Clerk to the Lieutenancy Office    | County Hall                                      | Oxford                                    | Oxfordshire          |                          | OX1 1ND  |
| Perth & Kinross          | Mrs Rosemary Hughes            | Clerk to the Lieutenancy Office    | Perth and Kinross Council                        | The Atruim, 137 Glover Street             | Perth                | Scotland                 | PH2 0JB  |
| Renfrewshire             | Linda Hutchison                | Clerk to the Lieutenancy           | East Renfrewshire Council Headquarters           | Eastwood Park, Rouken Glen Road           | Giffnock             | East Renfrewshire        | G46 6UG  |
| Ross & Cromarty          | Monica Urquhart                | Clerk to the Lieutenancy Office    | The Highland Council                             | High Street                               | Dingwall             |                          | IV15 9QN |
| Shropshire               | Mrs Jane Palmer                | Clerk to the Lieutenancy Office    | The Shirehall                                    | Abbey Foregate                            | Shrewsbury           | Shropshire               | SY2 6ND  |
| Somerset                 | Julia Knight                   | Clerk to the Lieutenancy           | Somerset County Council                          | County Hall                               | Taunton              | Somerset                 | TA1 4DY  |
| South Glamorgan          | Mrs Paula Speed                | Clerk to the Lieutenancy Office    | Protocol Office, The Mansion House               | Richmond Road                             | Cardiff              |                          | CF24 3UN |
| South Yorkshire          | Sharon Burrows                 | Clerk to the Lieutenancy Office    | Barnsley Metropolitan Borough Council            | 18 Regent Street                          | Barnsley             | South Yorkshire          | S70 2HG  |
| Staffordshire            | Ms Sharon Dean                 | Clerk to the Lieutenancy Office    | County Buildings                                 | Martin Street                             | Stafford             | Staffordshire            | ST16 2LH |
| Suffolk                  | Miss Valerie Hill              | Clerk to the Lieutenancy Office    | Endeavour House                                  | Russell Road                              | Ipswich              | Suffolk                  | IP1 2BX  |
| Surrey                   | Caroline Breckell              | Clerk to the Lieutenancy Office    | Surrey County Council, County Hall               | Penrhyn Road                              | Kingston upon Thames | Surrey                   | KT1 2DN  |
| Tyne & Wear              | Josephine Stewart              | Clerk to the Lieutenancy Office    | Regent Centre                                    | Civic Centre                              | Gateshead            | Tyne and Wear            | NE8 1HH  |
| Warwickshire             | Dawn Mardle                    | Clerk to the Lieutenancy Office    | Warwickshire Lieutenancy Office                  | Shire Hall, Market Place                  | Warwick              | Warwickshire             | CV34 4RL |
| West Glamorgan           | Mr Ken Sawyers                 | Office of the Lieutenancy          | 39 Southlands Drive                              | West Cross                                | Swansea              |                          | SA3 5RJ  |
| West Midlands            | Ms Denise Lewis                | Assistant Clerk to the Lieutenancy | West Midlands Lieutenancy Office                 | 11 Waterloo Street                        | Birmingham           |                          | B2 5TD   |
| West Sussex              | Mr John Williams MBE           | Clerk to the Lieutenancy Office    | County Hall                                      | Chichester                                | West Sussex          |                          | PO19 1RQ |

## Annex A - Crystalware Delivery List 2016

West Yorkshire  
Wiltshire  
Worcestershire

Mr Kevin Sharp  
Mrs Jean Potter  
Ms Isobel Welch

Clerk to the Lieutenancy  
Clerk to the Lieutenancy Office  
Clerk to the Lieutenancy Office

Bowcliffe Hall  
County Hall  
Worcestershire County Council

Bramham  
Trowbridge  
County Hall,

Wetherby  
Wiltshire  
Spetchley Road

West Yorkshire  
Worcester

LS23 6LP  
BA14 8JN  
WR5 2NP