

This procurement guide has been put together to help schools and department place to arrange their own Portable Appliance Testing in accordance with The University Safety office guidelines.

The suppliers who provide the PAT services are selected from NWUPC framework – reference EFM3047.

Please see below for details of the 3 suppliers who are able to provide the PAT testing services.

1. Norwood Electrical (UK) Ltd

Agresso ID: 130100

	University of Nottingham Customer Requirement
1	<p>To arrange PAT Testing quote and appointment in the first instance please contact :-</p> <p>Jonathan Basford or Neal Hendley</p> <p>jonathan@norwoodelectrical.co.uk</p> <p>neal@norwoodelectrical.co.uk</p> <p>01509611120 or 08448005540</p>
2	<p>Norwood will provide a formal quote for each job request. This quote will explicitly state the reference number - NWUPC framework ref EFM3047-NW and Norwood Quote/Job number.</p> <p>The customer must raise a Purchase Order on Agresso based on the quote received <u>in advance</u> of the scheduled appointment.</p> <p>*Please note - Purchasing Card is not accepted*</p>
3	The Test results will be sent to the agreed person who organised the PAT Testing
4	<p>All supplier invoices must state the University Purchase Order. All invoices will be sent to :-</p> <p>The University of Nottingham</p> <p>Finance Dept – Payments Centre</p> <p>King’s Meadow Campus</p> <p>Lenton Lane</p> <p>Nottingham NG7 2NR</p>
6	<p>Cancellation Policy</p> <p>The company reserves the right to charge a cancellation fee if a job/site is booked in and then cancelled within 24 hours.</p>

7	<p>Supplier contact for any invoice queries:-</p> <p>Andrew Basford – 01509611120</p> <p>Andrew@norwoodelectrical.co.uk</p>
8	<p>Supplier contact for any operational queries, ie missed appointments, technical queries etc:-</p> <p>Will Gundle – 01509611120</p> <p>Operations Manager</p> <p>William@norwoodelectrical.co.uk</p>
9	<p>Supplier Escalation contact for any other queries.</p> <p>Jonathan Basford or Neal Hendley</p> <p>jonathan@norwoodelectrical.co.uk</p> <p>neal@norwoodelectrical.co.uk</p> <p>01509611120 or 08448005540</p>
10	<p>Any key issues affecting the overall account must be communicated to the FM Procurement Manager:</p> <p>Cheryl Choong Lewis</p> <p>cheryl.choonglewis@nottingham.ac.uk</p> <p>The University of Nottingham</p> <p>King's Meadow Campus</p> <p>Lenton Lane, Nottingham NG7 2NR</p> <p>t: 0115 8468741</p> <p>m:07881 280366</p>

Norwood Pricing Matrix

Portable Appliance Testing - Pricing Matrix	
Description	
	Electronic test results only
Portable Appliance Testing	£0.65
Visual check only	£0.50
Minimum invoice value per site/report	£175.00
Microwave leakage test	£2.50
Please indicate the number of tests your test engineer is expected to complete in one day (based on an eight hour day) DO NOT ENTER A RANGE OF NUMBERS	240
Provide details of any premium charges for working outside Monday to Friday 9.00 am to 5.00 pm (charges must be shown as an hourly rate)	Monday - Friday: No extra costs / Saturday additional £12.00 per hour / Sunday additional £17.00 per hour
Replace Fuse	Free of Charge
Change Plug Top	Free of Charge
Re-terminate Flex	Free of Charge
Renew Flex	Free of Charge

2. Electrotest Services Ltd

Agresso ID: 128504

	University of Nottingham Customer Requirement
1	<p>To arrange PAT Testing quote and appointment in the first instance please contact :-</p> <p>Iain Challinor or Melanie Shepherd -</p> <p>sales@electrotest.uk.com</p> <p>Tel: 01543 459966</p>
2	<p>Electrotest will provide a formal quote for each job request. This quote will explicitly state the reference number - NWUPC framework ref EFM3047-NW and Norwood Quote/Job number.</p> <p>The customer must raise a Purchase Order on Agresso based on the quote received <u>in advance</u> of the scheduled appointment.</p> <p>*Purchasing Card is accepted*</p>
3	The Test results will be sent to the agreed person who organised the PAT Testing
4	<p>All supplier invoices must state the University Purchase Order. All invoices will be sent to :-</p> <p>The University of Nottingham</p> <p>Finance Dept – Payments Centre</p> <p>King’s Meadow Campus</p> <p>Lenton Lane</p> <p>Nottingham NG7 2NR</p>
5	<p>Cancellation Policy</p> <p>Notice of cancellation is required within a minimum of 4 working days prior to scheduled visit. For cancellations after this time the following charges will apply:-</p> <p>3 working days prior – 25% of Order Value</p> <p>2 working days prior – 50% of Order Value</p> <p>1 working day prior – 75% of Order Value</p> <p>Day of visit - 100% of Order Value</p> <p>All charges will be made at our discretion.</p>
6	<p>Supplier contact for any invoice queries:-</p> <p>Andrew Thiselton</p>

	<p>Tel: 01543 459966</p> <p>sales@electrotest.uk.com</p>
7	<p>Supplier contact for any operational queries, ie missed appointments, technical queries etc:-</p> <p>Emma Westwood (Operations)</p> <p>Kraig Parish (Technical)</p> <p>Tel: 01543 459966</p> <p>sales@electrotest.uk.com</p>
8	<p>Supplier Escalation contact for any other queries.</p> <p>Iain Challinor and Patricia Pitt</p> <p>Tel: 01543 459966</p> <p>sales@electrotest.uk.com</p>
10	<p>Any key issues affecting the overall account must be communicated to the FM Procurement Manager:</p> <p>Cheryl Choong Lewis</p> <p>cheryl.choonglewis@nottingham.ac.uk</p> <p>The University of Nottingham</p> <p>King's Meadow Campus</p> <p>Lenton Lane, Nottingham NG7 2NR</p> <p>t: 0115 8468741</p> <p>m:07881 280366</p>

Electrotest Pricing Matrix

Portable Appliance Testing - Pricing Matrix		
Description	Mon to Fri inc.	Sat & Sun Only
	Electronic test results only	Electronic test results only

Portable Appliance Testing	£0.65	£0.86
Visual check only	£0.65	£0.86
Minimum invoice value per site/report	£30.00	£108.00
Microwave leakage test	£2.45	£2.45
Please indicate the number of tests your test engineer is expected to complete in one day (based on an eight hour day) DO NOT ENTER A RANGE OF NUMBERS	250	250
Provide details of any premium charges for working outside Monday to Friday 9.00 am to 5.00 pm (charges must be shown as an hourly rate)	n/a	see above
Repair Work		
Replace Fuse	F.o.c - £0.00	F.o.c - £0.00
Change Plug Top	F.o.c - £0.00	F.o.c - £0.00
Re-terminate Flex	F.o.c - £0.00	F.o.c - £0.00
Renew Flex	F.o.c - £0.00	F.o.c - £0.00

3. PHS Compliance

Agresso ID: 87223

	University of Nottingham Customer Requirement
1	To arrange PAT Testing quote and appointment in the first instance please contact :- Adam Mannix 01942 290892 adammannix@phs.co.uk
2	PHS will provide a formal quote for each job request. This quote will explicitly state the reference number - NWUPC framework ref EFM3047-NW and Norwood Quote/Job number. The customer must raise a Purchase Order on Agresso based on the quote received <u>in advance</u> of the scheduled appointment. * Purchasing Card is accepted*
3	The Test results will be sent to the agreed person who organised the PAT Testing

4	<p>All supplier invoices must state the University Purchase Order. All invoices will be sent to :-</p> <p>The University of Nottingham</p> <p>Finance Dept – Payments Centre</p> <p>King's Meadow Campus</p> <p>Lenton Lane</p> <p>Nottingham NG7 2NR</p>
6	<p>Cancellation Policy</p> <p>After an order or instruction to proceed has been received by the supplier if the customer subsequently cancels the whole or part of the order then a minimum charge of 10% of the total order price will be made.</p> <p>Once a date to commence works have been agreed if the customer subsequently changes this date with less than 2 weeks' notice without the written agreement of the supplier then a minimum charge of 5% of the total order amount will be made.</p>
7	<p>Supplier contact for any invoice queries:-</p> <p>Alison Callon 01942 290896 alisoncallon@phs.co.uk</p>
8	<p>Supplier contact for any operational queries, ie missed appointments, technical queries etc:-</p> <p>Customer Services Dept</p> <p>01942 290888</p> <p>compliancecustomerservice@phs.co.uk</p>
9	<p>Supplier Escalation contact for any other queries.</p> <p>Adam Mannix 01942 290892 adammanix@phs.co.uk</p> <p>Lynsey Jones 07793 968 848 lynseyjones@phs.co.uk</p>
10	<p>Any key issues affecting the overall account must be communicated to the FM Procurement Manager:</p> <p>Cheryl Choong Lewis</p> <p>cheryl.choonglewis@nottingham.ac.uk</p> <p>The University of Nottingham</p> <p>King's Meadow Campus</p>

Lenton Lane, Nottingham NG7 2NR
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PHS Pricing Matrix

Portable Appliance Testing - Pricing Matrix	
Description	
	Electronic test results only
Portable Appliance Testing	£0.71
Visual check only	£0.59
Minimum invoice value per site/report	£35.00
Microwave leakage test	£1.50
Please indicate the number of tests your test engineer is expected to complete in one day (based on an eight hour day) DO NOT ENTER A RANGE OF NUMBERS	225
Provide details of any premium charges for working outside Monday to Friday 9.00 am to 5.00 pm (charges must be shown as an hourly rate)	none
Repair Work	
Replace Fuse	Free of charge
Change Plug Top	Free of charge
Re-terminate Flex	Free of charge
Renew Flex	Free of charge