



Preferred Supplier Evaluation Questionnaire

**STEP ONE & TWO: Please complete & return by POST, along with any relevant literature to:**

Procurement Department  
Route Marketing Ltd  
The Centre  
Unit 8 Building 2  
Sandwich Industrial Estate  
Sandwich  
Kent  
CT13 9LY

**Please note that any applications received by Email or FAX will be automatically rejected**

**PLEASE DO NOT COMPLETE THIS QUESTIONNAIRE IF YOU TRADE AS ANY OF THE FOLLOWING, AS WE WILL NOT BE ABLE TO PROCESS YOUR APPLICATION:**

Web Design; Print; Graphic Design; Marketing Consultants; Telemarketing; E-Marketing; Data List Providers; Virtual/Serviced Offices

**Section 1- General**

1.1 Could you please complete the following to enable us to evaluate your information.

Company Name:	
Address:	
Telephone No.	Fax No.
E-mail:	Web Site:
Representative Contact Name:	Accounts Contact Name:
Number of Active Directors:	Number of Full Time Staff:

1.2 What services/products are you looking to provide? And what is your USP?

Please send any company literature in addition to this summary

1.3 Are you looking to provide services for (Please tick any that apply)

Route Marketing Ltd

The Centre

Route Marketing Ltd Clients

The Centre clients

1.4 Are you a 'Trade Only' Supplier? YES/NO

1.5 Would you be available for a face to face meeting at one of our sites if necessary? YES/NO

1.6 How long have you been trading?

Years  Months

1.7 Are you VAT Registered? YES/NO

VAT Reg. Number

Average Annual Turnover? £

1.8 What is your company status?

Sole Trader / Partnership	<input type="checkbox"/>
Private Limited Company	<input type="checkbox"/>
Public Limited Company	<input type="checkbox"/>
Limited Liability	<input type="checkbox"/>
Guarantee Company	<input type="checkbox"/>

Company Number

1.9 How do you accept payments?  
Tick all that apply.

BACS	<input type="checkbox"/>
Standing Order	<input type="checkbox"/>
Direct Debit	<input type="checkbox"/>
Cheque	<input type="checkbox"/>
Credit Card	<input type="checkbox"/>
BBX	<input type="checkbox"/>

1.10 Which of the following regions do you supply? Please tick all that apply

<u>All South East</u>		<u>All West Country</u>		<u>All of East Regions</u>		<u>All of Midlands</u>	
Kent		Gloucestershire		Essex		Worcestershire	
East Sussex		Wiltshire		Hertfordshire		Warwickshire	
West Sussex		Dorset		Bedfordshire		Northamptonshire	
Hampshire		Somerset		Cambridgeshire		West Midlands	
Surrey		Devon		Rutland		Leicestershire	
Berkshire		Cornwall		Suffolk		Staffordshire	
Oxfordshire				Norfolk		Nottinghamshire	
Buckinghamshire				Lincolnshire		Derbyshire	

<u>All North East</u>		<u>All North West</u>		<u>All Scotland</u>		<u>All Wales</u>	
Cleveland		Cheshire		If not Please specify		If not please specify	
Durham		Mersey					
Tyne N Wear		G. Manchester					
Northumberland		Lancashire					
		Cumbria					

## Section 2. - Quality Management

2.1 Do you have an externally recognised Quality Management System? YES/NO  
If you have answered yes, please give details

If you do NOT hold a current certificate please answer the following:

- |    |  |        |
|----|--|--------|
| 1. | Do you intend to gain ISO or other certification?  | YES/NO |
| 2. | Do you have a Quality Management Manual?   | YES/NO |
| 3. | Do you have documented procedures?   | YES/NO |
| 4. | Do you have a documented system of control for dealing with customer complaints, return of products/rejects? | YES/NO |
| 5. | Do employees have the necessary qualifications to carry out the service you supply?                          | YES/NO |

## Section 3. - Health & Safety

- |     |   |        |
|-----|---|--------|
| 3.1 | Do you have a Health & Safety policy in place?                          | YES/NO |
| 3.2 | In the last 3 years have you had prohibition notice issued against you? | YES/NO |

If you have answered yes to questions 3.2 we may request further details

**Section 4. - Environment**

4.1 Do you have Environment Policy? YES/NO  
We may request further details

4.2 If you have answered No, what procedures/ policies do you have in place to reduce your impact on the Environment?

**Section 5. - Any Other information**

If you would like to provide any other information that you feel would be helpful, please do so in the box below:

**Are there any other aspects of the business you are looking to grow?**

Would you be able to take that on without increasing your fixed costs? Yes/No

What amount of extra work could you take on with your current spare capacity?

**Section 6. – Declaration**

The information supplied is correct and the most current.

I/We will notify you BY POST of amendments to this information or change in the circumstance of the company.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

I consent to receive emails, mail and telephone calls about your products and services.

**STEP THREE: When are you free to discuss becoming a Preferred Supplier further?**

As the business we are looking to arrange could be considerable and ongoing we require the contact to be with company directors or decision makers;

It will take roughly 30-45 minutes for our Procurement Partnership to explain the process in detail. Please provide us with a date and time at which your decision maker would be available to receive a 1-2-1 presentation from our Procurement Partnership. Please ensure you have access to the internet as you are required to view their screen.

I consent to the information I have supplied to be passed to your third party provider: Please refer to our privacy policy which can be found on our website contact page.

Contact Name:	
Telephone Number:	
Email:	
Job Title:	
Date and Time:	

***Note: We will confirm your appointment time and date with the Procurement Partner***