**Supplier-Contractor Evaluation Form**

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| **Details** | | | |
| **Supplier/Contracting Company Name:** |  | **Date:** | / / |
| **Name of Staff completing the evaluation:** |  | **Phone/Mobile:** |  |
| **Email:** |  | **Department:** |  |

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| **Evaluation** | |
| **Is the supplier located locally in Perth?** | **YES  NO** |
| **Comments:** | |

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| **Does the company charge a shipping fee?** | **YES  NO** |
| **Comments:** | |

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| **Is there a system that allows for easy ordering such as an online system or email?** | **YES  NO** |
| **Comments:** | |

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| **Can the supplier/contractor provide a list of prices/charges ?** | | **YES  NO** |
| **Is the supplying company competitive in terms of pricing?** | **YES  NO** | |
| **Comments:** | | |

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| **Are suppliers able to have products delivered within 48 hours of placing an order ?** | **YES  NO** |
| **Comments:** | |

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| **Is the supplier able to outsource other products/equipment that REDIMED may require?** | **YES  NO** |
| **Comments:** | |

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| **Is there a specific representative each department can liaise with if problems arise?** | **YES  NO** |
| **Comments:** | |

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| **Other Comments** | |
| **Are there any other issues/comment or complaints in regard to history dealing with this company?** | **YES  NO** |
| **Comments:** | |

|  |  |
| --- | --- |
| **Supplier Rating** | |
| **Satisfactory** | **Unsatisfactory** |

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |

**An evaluation is required to be completed annually, at the end of each financial year for each supplying/contracting company.**