



DOCUMENT TITLE	Invitation to Tender MAG/2009/02/Communications equipment and airtime	DOCUMENT REFERENCE	CSS/ITT/002
AUTHOR	Peter Wright	DATE	11/06/2009
ISSUE	1	DOCUMENT TYPE	Invitation to Tender

Supplier Questionnaire

1. References

Please provide details of 3 client references including name and contact details.

1. Organisation	_____
Contact	_____
Address	_____

Tel	_____
Email	_____
2. Organisation	_____
Contact	_____
Address	_____

Tel	_____
Email	_____
3. Organisation	_____
Contact	_____
Address	_____

Tel	_____
Email	_____

2. Management Information

a) What types of management reports are available? Include sample titles of the management reports you can provide to MAG which are standard to all clients

b) Will there be a cost for these, Yes No
c) If so, what?



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d) Describe the detail of breakdown you can achieve with your reporting system.

e) Can the reports be provided monthly? Yes No

f) How soon after the end of the reporting period can they be available?

g) Do the reports have year-to-date data? Comparison between months, quarters, and years?

3. Management Proposal

a) Outline your proposal to manage the MAG account on an ongoing basis, including reporting lines to Senior Management.

b) Will MAG have a single point of contact within your organisation? Yes No

c) How often do you suggest review meeting be held with MAG?

4. Cost Reduction Programmes

a) How do you guarantee the lowest costs?

b) What service guarantees are being offered? Guaranteed lead times, or response time to quote requests?

c) How do you plan to lower MAG's costs related to Airtime and communications?

5. Other Cost-Reduction Opportunities

a) Do you offer guaranteed unit cost reductions? Yes No

b) If so outline the appropriate time scales or volumes before these take effect.



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- _____
- _____
- c) Outline all initiatives taken by your company to reduce operating costs within your own organisation

6. Financial Proposal

- a) Outline details of your financial proposal to MAG
What payment terms are you able to offer MAG?

And at what credit limit?

- b) Indicate any products or services outlined in your proposal which are priced outside the base agreement. e.g. warranties, set up or training costs.

7. Business relationships

Do you have any agreements in place to favour certain suppliers Yes No

If so please indicate who these suppliers are and what benefits you receive for offering there products,

Do you supply, or are you supplied by, anyone whose core business may be opposition to MAGs aims?

Do you outsource any of the services included in your bid? Yes No

If so please give details of to who?

8. Benefits



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Please detail any benefits you feel your company can offer MAG which will assist in MAG's decision making process that relate to this ITT but which have not been covered above.

9. Implementation

MAG anticipates selection of the winning tender by 07/08/2009 with the contract to be implemented at the earliest opportunity, but no later than 01/09/2009

a) Include a full implementation schedule beginning with the day of the contract award, through start-up until all implementation activities are complete

b) Who will be responsible for leading the implementation process? will they be the same person as MAGs ongoing PoC within your organisation? Yes No

c) If not will MAG have the opportunity to meet our PoC before the commencement of the contract? Yes No

c) What support would be required from MAG during the implementation phase?

d) How often do you suggest review meeting be held with MAG?
