WORKING TEMPLATE

RFQ package

Give every supplier the same starting point.

Use this package to describe the requirement and ask suppliers for comparable responses. Make the scope, response deadline and pricing basis clear before you send it.

Prepared for / organization

Prepared by

Project / reference

Version / revision

Review date

Decision owner

How to use it

Confirm the requirement with the decision owner. State how questions and exceptions should be returned. Share only material approved for the recipient.

Type into the fields, save a copy, or print and write by hand. Keep entries brief and refer to attachments for longer evidence. Use the Word file when you need more space or additional sections.

Use this as a starting point. Adapt it to the assignment, available evidence and applicable organizational, legal and regulatory requirements. Agree final scope and deliverables separately and obtain appropriate professional review. The buyer retains decision and approval authority.

01 Procurement summary

Describe the requirement and intended outcome.

RFQ title

Issuer

Reference

RFQ package

02 Schedule and instructions

Set submission, question, and validity rules.

Issue date

Questions due

Responses due

03 Scope and specifications

Define required work, products, standards, and interfaces.

Scope

Specifications

Exclusions

RFQ package

04 Deliverables and acceptance

State what will be delivered and how it will be accepted.

Deliverable

Due date

Acceptance basis

05 Vendor qualifications

Request only evidence relevant to performance.

Capability

Experience

Documentation

RFQ package

06 Pricing schedule

Use a consistent breakdown for comparable responses.

Line item

Quantity

Unit price

Extended price

07 Commercial response

Surface terms that change cost, risk, or timing.

Payment terms

Lead time

Warranty

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08 Assumptions, exceptions, and alternates

Require deviations to be explicit.

Assumption

Exception

Alternate

09 Evaluation and certification

Explain the review basis and response authorization.

Evaluation basis

Authorized signer

Date

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10 Decision and next action

The buyer or authorized reviewer records the decision. Name any conditions and the person responsible for the next step.

Decision / disposition

Conditions

Approved by

Approval date

Next action