

Request for Quotation Package

Give every invited vendor the same requirement, response structure, and commercial context.

Prepared for		Prepared by	
Project / reference		Version	1.0
Review date		Decision owner	

These templates are practical starting points, not fixed engagement deliverables. Final documents, fields, evaluation criteria, and supporting records may vary based on the scope of work, task requirements, procurement category, stakeholders, available information, and applicable organizational, legal, or regulatory requirements. Use and adapt them with appropriate professional review.

How to use this template

- 01 Confirm the requirement and decision owner before completing fields.
- 02 Separate verified facts, assumptions, and unresolved items.
- 03 Retain evidence for material entries, scores, and conclusions.
- 04 Assign open actions and review under applicable organizational rules.

1. Procurement summary

Describe the requirement and intended outcome.

RFQ title	
Issuer	
Reference	

2. Schedule and instructions

Set submission, question, and validity rules.

Issue date	
Questions due	
Responses due	

3. Scope and specifications

Define required work, products, standards, and interfaces.

Scope	
Specifications	
Exclusions	

4. Deliverables and acceptance

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

Deliverable	
Due date	
Acceptance basis	

5. Vendor qualifications

Request only evidence relevant to performance.

Capability	
Experience	
Documentation	

6. Pricing schedule

Use a consistent breakdown for comparable responses.

Line item	
Quantity	
Unit price	
Extended price	

7. Commercial response

Surface terms that change cost, risk, or timing.

Payment terms	
Lead time	
Warranty	

8. Assumptions, exceptions, and alternates

Require deviations to be explicit.

Assumption	
Exception	
Alternate	

9. Evaluation and certification

Explain the review basis and response authorization.

Evaluation basis	
Authorized signer	
Date	

Final review and authorization

Decision / disposition	
Conditions	
Approved by	
Approval date	
Next action	