**RFQ FORMAT TEMPLATE**

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| **SECTION I: BUYER INFORMATION** |  |  |
| **COMPANY NAME** |  | **RFQ TITLE** | **RFQ ID** |
|   |   |   |
| **PROJECT SUMMARY DESCRIPTION** |   |
| **COMPANY DESCRIPTION** |   |
| **PRODUCT GOALS** |   |
| **PROJECT LEAD & TITLE** | **PHONE** | **EMAIL** |
|   |   |   |   |
| **INSTRUCTIONS FOR SUBMITTING RESPONSE** |   | **DATE OF RFQ ISSUE** |
|   |
| **PROPOSAL DEADLINE** |
|   |
| **SECTION II: RFQ DOCUMENTS** |
| **DETAILED SPECIFICATIONS** |
| **PRODUCT DETAILS** |   |
| **SCHEMATICS, TECHNICAL REQUIREMENTS** |   |
| **PRODUCT QUANTITY** |   |
| **DELIVERY REQUIREMENTS** |   |
| **SUPPORT REQUIREMENTS** |   |
| **TENDER FEE REQUIREMENTS** |   |
| **QUALITY ASSURANCE REQUIREMENTS** |   |

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| **SELECTION CRITERIA** |  |  |
| **PREQUALIFICATION QUESTIONNAIRE** OPTIONAL |   |
| **ONE OR TWO-ENVELOPE PROCESS** |   |
| **OPEN OR CLOSED COMPETITION** |  |
| **SCORING CRITERIA** |   |
| **TERMS AND CONDITIONS** |  |  |
| **LEGAL REQUIREMENTS** |   |
| **TERMS AND CONDITIONS** |   |
| **ASSUMPTIONS AND CONSTRAINTS** |   |
| **DISCLOSURE AGREEMENTS** |   |
| **PENALTIES AND INCENTIVES** |   |

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| **SECTION III: VENDOR RESPONSE** |
| **COMPANY NAME** | **RFQ TITLE** | **RFQ ID** |
|  |  |  |
| **PROJECT LEAD & TITLE** | **PHONE** | **EMAIL** |
|  |  |  |
| **DATE SUBMITTED** | **PROPOSED START DATE** | **PROPOSED DATE OF COMPLETION** |
|  |  |  |
| **PROJECT MANAGEMENT** |
| **QUALITY ASSURANCE PROCESS** |   |
| **LICENSING AND CERTIFICATIONS** |   |
| **PRICING TEMPLATE** |
| **PRICE PER UNIT** |   |
| **TOTAL PRODUCT PRICE** |   |
| **TERMS AND CONDITIONS** |
| **FEES, CHARGES, AND DISBURSEMENTS** |   |
| **SUBCONTRACTORS** |   |
| **SECURITY REQUIREMENTS** |   |
| **PAYMENT SCHEDULE AND INCENTIVES** |   |

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