[](https://goo.gl/ciYyS1)**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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