

Request for Proposal/Quotation

For [your service, material or assembly]

[Insert today's date here]

[Type your company name]

[Type your company address]

A placeholder for a logo, consisting of the words "your" and "logo" stacked vertically in a bold, lowercase, sans-serif font. The text is enclosed in a thin black rectangular border. The entire placeholder is set against a light gray background.

**your
logo**

Table of Contents

{Note: To automatically update the Table of Contents (TOC), right-click on any TOC line, and select "Update Field". In the dialogue box that opens, select "Update Entire Table" and then click "OK"}

Confidentiality Statement.....	3
Submission Details	3
Submission Deadlines	3
Submission Delivery Address	4
Submission Questions and Clarifications.....	4
Electronic Submissions.....	4
Introduction and Executive Summary.....	5
Business Overview & Background	5
Detailed Specifications.....	5
Assumptions & Constraints.....	6
Terms and Conditions	6
Selection Criteria.....	6

Confidentiality Statement

{Insert your company's Confidentiality Statement here or use the following}

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this document, and any attachment thereto, is strictly prohibited and violation of this condition may infringe upon copyright, trademark, patent, or other laws protecting proprietary and, or, intellectual property. In no event shall this document be delivered to anyone other than the intended recipient or original sender and violation may be considered a breach of law fully punishable by various domestic and international courts. If you have received this document in error, please respond to the originator of this message or email him/her at the address below and permanently delete and/or shred the original and any copies and any electronic form this document, and any attachments thereto and do not disseminate further.

Thank you for your consideration, [Your company name].

Please respond to legal.dept@ your-company.com with any questions or concerns.

Where no notice is given, all information contained herein is Copyright 2015 [Your company name].

Submission Details

Submission Deadlines

All submissions for responding to this request must be submitted on paper and delivered to our office, as stated below, no later than:

Friday, {month} {day}, {year}
No later than 5:00pm EDT

Submission Delivery Address

The delivery address to be used for all submissions is:

[Your Contact Person]

[Contact person title]

[Your company name]

[Mailing address]

[City, State zip]

Voice: 716-555-1234

Cell: 716-555-9876

Email: your.name@your-company.com

Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request For Proposal:

[Your Contact Person]

[Contact person title]

Voice: 716-555-1234

Cell: 716-555-9876

Email: your.name@company.com

Electronic Submissions

{Modify to reflect your submission policy}

Electronic submissions in response to this Request for Proposal will **not** be accepted. All submissions **must** be on paper.

{or use the following}

Electronic submissions in response to this Request for Proposal will be accepted as long as they meet the following criteria:

Sent to our fax machine at 716-555-6543

Sent via email to: your.name@company.com

Document standards:

- Must be in Microsoft Word 2003-97 format
- File name must end it “.doc”
- Must be sent encrypted to protect confidential information

Introduction and Executive Summary

Write this section last after the entire document is finished. This is used to provide prospective vendors with a brief overview of your company and the requirements for your product or service.

Business Overview & Background

Give a brief overview of your business, products and market sector that you cater to. This will help your prospective vendors understand what business needs you are trying to fill with the vendor selection process. Also provide important background information that will benefit the vendor when responding.

Detailed Specifications

This should be the longest section of the document. For an RFP, it will contain the qualitative measures and requirements that will drive the vendor selection decision. For an RFQ this section should provide the quantitative measures that you will be looking for in the vendor's response. Example criterion includes:

- Product drawings
- Engineering tolerances
- Service levels
- Milestones
- Deliverables & Timelines
- Technical or Business Requirements
- Software functionality
- Hardware requirements

Environmental Parameters {example}	
Max Operating Temperature:	140 °F
Min Operating Temperature:	32 °F
Shock Tolerance Operating:	350 G @ 2 ms
Shock Tolerance Storage:	1000 G @ 1ms

Features and Functionality {example}	
Electronic Billing Interface	Required
Product configuration ability	Required
Ability to put inventory "On Hold"	Optional

[Type your company name]
[Report date]

CONFIDENTIAL

Sales Expense Tracking	Optional
------------------------	----------

Assumptions & Constraints

Any assumptions and/or constraints that the prospective vendors need to be made aware of must be listed here. Failure to be forthright and upfront with the vendor will open the door to renegotiation of the agreement at a later date and runs the possibility of straining the relationship you have with your vendor. Possible topics include: travel expenses, upgrade/modification costs, licensing rights, etc.

Terms and Conditions

Any terms and conditions of the contract must be listed in order for the vendor to make a fair and honest response. These may include: financing options, contract length, renewal options, warranties, delivery penalties, service levels, etc.

Selection Criteria

The final section should be an overview of the selection criteria that you will be using to make your decision. Some companies prefer to keep this information totally confidential; while other companies believe this will help prospective vendors focus on what is important to your company.