

RFQ Supply Chain Template



RFQ Reference	
Date	

REQUEST FOR QUOTATION

Signature	
Name, Title	
Date	

RFQ Instructions and Data

Deadline for the submission of quotation	
Method of submission	
Cost of preparation of quotation	
Supplier code of conduct	
Conflict of interest	

General conditions of contract	
Eligibility	
Currency of quotation	
Duties and taxes	
Language of quotation and documentation including catalogues, instructions and operating manuals	
Documents to be submitted	
Quotation validity period	
Price variation	
Partial quotes	
Alternative quotes	
Payment terms	
Person of contact	
Clarifications	
Evaluation method	
Evaluation criteria	
Right not to accept any quotations	
Right to vary requirement at time of award	
Type of contract to be awarded	
Expected date for contract award	
Publication of contract award	
Policies and procedures	

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