

Request for Quotation (RFQ)

1. Cover and purpose

Buyer instructions: replace every [bracketed placeholder], delete anything that doesn't apply, and delete all italic guidance before you send this RFQ. Keep one evaluation basis in Section 13. For software license renewals, use Sections 4.4 and 7.3.

Item	Details
RFQ title	[Short description, e.g. Replacement laptops for the finance team]
RFQ number	[RFQ-YYYY-NNN]
Issued by	[Organization legal name]
Issue date	[Date]
Questions due	[Date, time and time zone]
Quotes due	[Date, time and time zone]
RFQ contact	[Name, title, email]

[Organization name] ("we", "us") invites [the suppliers named in the cover email / qualified suppliers] to quote for the goods and services described in Section 4. We have already defined what we need, so this RFQ asks only for prices, delivery dates and terms. Every supplier is pricing the same requirement.

This RFQ is a request for prices. It is not an order, and it does not commit us to buy anything. We intend to award [one purchase order for the whole requirement / purchase orders by line item] on the basis set out in Section 13.

2. Buyer details

Item	Details
Organization legal name	[Legal name]
Department or business unit	[Department]
Address	[Street, city, state or region, postal code, country]
RFQ contact (the only contact for this RFQ)	[Name, title, email, phone]
Purchase order and invoicing contact	[Accounts payable email or invoicing portal]

Item	Details
Tax status	[Tax-exempt: certificate provided on request / Not tax-exempt]
Supplier registration	[Supplier portal or registration process, if suppliers must register before we can order]

3. Key dates

An example schedule. Allow more time for a complex specification, or if suppliers need special pricing from a manufacturer or distributor.

Step	Date
RFQ issued	[Date]
Questions due	[Date, time and time zone]
Answers sent to all suppliers	[Date]
Quotes due	[Date, time and time zone]
Expected award	[Date]
Required delivery or service start	[Date]

4. Goods or services required

4.1 Summary

[In one or two paragraphs, describe what you're buying and why, and anything a supplier needs to price it accurately: the systems or brands you standardize on, any related contract, and timing constraints. Example: "We need 40 laptops and 40 docking stations for staff joining in [month], delivered imaged and asset-tagged to our [city] office."]

4.2 Line-item specification

List each item on its own line, with a manufacturer part number or SKU where you need a specific product, or minimum specifications where you don't. Use firm quantities, or say which ones are estimates. The example rows show a completed RFQ for an IT equipment order; replace them with your own.

Line	Item	Description	Quantity	Unit	Required specifications or part number	Acceptable equivalents (Yes/No)
1	[e.g.	[e.g. 14-	[40]	[Each]	[Part	[Yes]

Line	Item	Description	Quantity	Unit	Required specifications or part number	Acceptable equivalents (Yes/No)
	Laptop]	inch business laptop]			number, or minimums for processor, memory, storage, display, operating system and warranty]	
2	[e.g. Docking station]	[Compatible with line 1]	[40]	[Each]	[Part number]	[Yes]
3	[e.g. Imaging and asset tagging]	[Load our image, apply asset tags, record serial numbers]	[40]	[Device]	[Image supplied by us by [date]; tag format [format]]	[N/A]
4	[Item]	[Description]	[Quantity]	[Unit]	[Specifications or part number]	[Yes/No]

4.3 Equivalent products

Where a line says Yes under acceptable equivalents, you may quote an equal product that meets every specification listed for that line. State its manufacturer and part number and attach its specification sheet. We decide whether a proposed product is equal, and we may ask for a sample or a demonstration first. Where a line says No, quote only the named product.

Say No for items that must match what you already run, such as spare parts and license renewals.

Quote new, genuine products supplied through the manufacturer's authorized channels, unless a line allows refurbished items.

4.4 Variant: software license renewals

Use this subsection, and the renewal pricing table in Section 7.3, when you're renewing or adding licenses for software you already use. Delete it otherwise.

Current agreement: [Publisher, product, agreement or contract number, current term end date]

Current reseller: [Name, or "direct with the publisher"]

Automatic renewal: The current agreement [does / does not] renew automatically.
[Notice deadline: date.]

Line	Product and edition	SKU or part number	License metric	Current quantity	Renewal quantity	Term	Support level
1	[Product, edition]	[SKU]	[Per user / device / core / instance]	[Quantity]	[Quantity]	[Start date to end date]	[e.g. Standard / Premium]
2	[Product, edition]	[SKU]	[Metric]	[Quantity]	[Quantity]	[Start date to end date]	[Support level]

Renewal quotes must cover the following:

- **Seats.** Quote the renewal quantity for each line. [Also quote [alternative quantity] for comparison.]
- **Term.** Quote a [12 / 36]-month term starting [date]. [For a multi-year term, quote both annual billing and payment in advance.]
- **Co-termination.** Licenses added during the term must end with this term and be priced pro rata at the unit price in this quote.
- **True-up.** Explain how usage above the licensed quantity is measured, when it's reconciled and what unit price applies. [We expect the unit price in this quote to apply to true-ups for the whole term.]
- **Reductions.** State whether quantities can be reduced at each anniversary, and on what terms.
- **Renewal price cap.** State the maximum unit price increase for each future renewal, as a percentage or a fixed price for each year. [We require a cap of [X]% per year or less.]
- **Product changes.** Tell us if the publisher has retired, renamed or replaced any SKU, and quote the direct successor, explaining any change in features or entitlements.
- **Entitlements.** Confirm the renewal keeps the current edition, features and support entitlements, or list every difference.

- **Authorization.** Confirm the publisher authorizes you to sell and renew this product [for our region / for our sector].

Start a renewal RFQ well before the term ends. Some agreements renew automatically unless you give notice by a set date.

5. Delivery and service requirements

Requirement	Details
Delivery address	[Address, building, floor, receiving dock]
Delivery date or window	[Date or date range; receiving hours]
Delivery terms	[Delivered to our site, freight included / for international shipments, the Incoterms rule and named place]
Partial shipments	[Allowed / Not allowed without our written approval]
Packaging and labeling	[Our purchase order number and line number on every package; packing list with serial numbers]
Installation	[Not required / Required: describe the work, e.g. rack, cable, power on and remove packaging]
Site access	[Working hours, escorts, safety induction, background checks]
Removal and disposal	[Removal of packaging / removal of old equipment with certified data destruction, if quoted as a line item]
Services schedule	[Start date, end date, working hours, location, on-site or remote]
Software delivery	[License keys or portal entitlements registered to [our account name and administrator contact]]
Acceptance	[We inspect within [5] business days of delivery or completion. Damaged, incorrect or non-conforming items are returned or corrected at your cost.]

State your lead time for each line in the pricing table. If you can't meet a required date, give the earliest date you can meet. After an order is placed, tell us in writing as soon as you know of any delay or backorder.

6. Quote validity

Quotations must remain valid, at the prices and on the terms quoted, for [90] days after the quote deadline.

Allow time for evaluation, internal approval and issuing a purchase order.

Prices must be firm for the validity period and for any order placed during it. List any escalation, exchange-rate or "subject to availability" condition as an exception in Section 15.3.

All prices must be in [currency].

7. Pricing

7.1 Pricing response table

Copy the lines from Section 4.2 into this table before you issue the RFQ. Suppliers complete the remaining columns.

Line	Item	Quantity	Unit price (after discount)	Discount from list (%)	Extended price	Lead time	Manufacturer and part number quoted
1	[Item]	[Quantity]					
2	[Item]	[Quantity]					
3	[Item]	[Quantity]					
4	[Item]	[Quantity]					

7.2 Price summary

Cost element	Amount
Subtotal of extended prices (from 7.1)	
Order-level discounts not already in unit prices	
Shipping and delivery	
Installation and other services not listed in 7.1	
Recycling, environmental or other fees	
Taxes (state each tax and rate)	
Total quoted price	

Pricing rules:

- Quote every line, or write "No quote" against it. [Award is all or none, so a quote that leaves out lines may be treated as incomplete.]
- Prices must include everything needed to deliver each line as specified. We won't pay charges not shown here.
- Show taxes separately. [We are tax-exempt. Don't include sales tax.]
- If you offer an early-payment discount, show it below the price summary, not in the total. [We won't take it into account in evaluation.]
- [Alternates are not permitted. / You may list alternates below the price summary, marked "Alternate". They aren't included in the total quoted price.]

7.3 Software renewal pricing

Use with Section 4.4. Delete if you're not renewing software.

Line	SKU	Renewal quantity	Unit price per [month / year]	Term (months)	Extended price for the term	Maximum increase at next renewal (%)	True-up unit price
1	[SKU]	[Quantity]					
2	[SKU]	[Quantity]					

8. Payment terms

- **Payment period.** [Net 30] days from receipt of a correct invoice.
- **When to invoice.** [On delivery / on acceptance / for subscriptions and renewals, annually in advance at the start of each term year / for services, monthly in arrears or on completion of each milestone.]
- **Invoice details.** Every invoice must show our purchase order number and the line numbers it covers. Send invoices to [accounts payable email or portal].
- **Advance payments.** We don't pay in advance for goods [unless the purchase order says so].
- **Payment method.** [Bank transfer / ACH / card / other.]