Request for Quote (RFQ)

# 1. Project Overview

Provide a brief summary of the project, including the purpose and the desired outcomes. This section should give potential suppliers a high-level understanding of the project.

# 2. Project Specifications

List detailed technical and functional requirements for the products or services requested. Include dimensions, materials, tolerances, standards, and any other specifics relevant to the project.

# 3. Pricing Structure

Suppliers must provide a detailed breakdown of costs. Include all applicable fees, taxes, shipping, and any other charges.

Please complete the following pricing table:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Description** | **Quantity** | **Unit Price** | **Total Price** |
| [Item] | [Qty] | [Unit Price] | [Total Price] |
| [Item] | [Qty] | [Unit Price] | [Total Price] |
| [Item] | [Qty] | [Unit Price] | [Total Price] |

# 4. Evaluation Criteria

Quotes will be evaluated based on the following criteria:  
- Price  
- Quality  
- Delivery time  
- Supplier reputation and past performance  
- Compliance with project specifications

# 5. Your Qualifications

Please provide a summary of your qualifications, including examples of similar projects completed, references from previous clients, and relevant certifications.

# 6. Compliance Requirements

Suppliers must comply with the following requirements:  
- Relevant industry certifications  
- Local and national regulatory standards  
- Environmental and safety guidelines

# 7. Submission Guidelines

All quotes must be submitted by [Insert Deadline]. Quotes should be sent electronically in PDF format to [Insert Email Address]. Late submissions may not be considered.

# 8. Contact Information

For questions or further information, please contact:  
Name: [Insert Name]  
Title: [Insert Title]  
Phone: [Insert Phone Number]  
Email: [Insert Email Address]

Request for Quote (RFQ) - Sample

# Our company, GreenTech Solutions, is seeking qualified suppliers for the procurement of solar-powered streetlights to support our renewable energy initiative in the downtown redevelopment project. The goal is to improve energy efficiency and sustainability in public lighting systems.

Provide a brief summary of the project, including the purpose and the desired outcomes. This section should give potential suppliers a high-level understanding of the project.

# We require 100 solar-powered streetlight units with the following specifications: - LED lighting with minimum 120 lumens/watt - Integrated solar panel and lithium-ion battery - Weatherproof and rust-resistant aluminum body - Motion sensor activation - Minimum 3-year warranty - Compliance with IP65 standards

List detailed technical and functional requirements for the products or services requested. Include dimensions, materials, tolerances, standards, and any other specifics relevant to the project.

# 3. Pricing Structure

Suppliers must provide a detailed breakdown of costs. Include all applicable fees, taxes, shipping, and any other charges.

Quotes will be evaluated based on the following criteria:  
- Competitive pricing  
- Adherence to technical specifications  
- Warranty period and after-sales support  
- Proven experience in supplying solar lighting solutions  
- Lead time and delivery schedule

|  |  |  |  |
| --- | --- | --- | --- |
| Item Description | Quantity | Unit Price | Total Price |
| Solar-powered Streetlight Unit | 100 | $250 | $25,000 |
| Installation Accessories | 100 | $15 | $1,500 |
| Shipping and Handling | 1 | $500 | $500 |

# 4. Evaluation Criteria

Suppliers must provide a minimum of three references for similar projects completed within the past 5 years. Include contact details, project summaries, and any available performance metrics.

# 5. Your Qualifications

Suppliers must provide evidence of the following:  
- ISO 9001:2015 Certification  
- Compliance with IP65 standards  
- CE and RoHS certifications  
- Compliance with national energy regulations and guidelines

# 6. Compliance Requirements

All quotes must be submitted by August 15, 2025. Quotes should be sent electronically in PDF format to procurement@greentechsolutions.com. Late submissions will not be considered.

# 7. Submission Guidelines

For questions or further information, please contact:  
Name: Jessica Lin  
Title: Procurement Manager  
Phone: +1 (555) 789-1234  
Email: jessica.lin@greentechsolutions.com

# 8. Contact Information

For questions or further information, please contact:  
Name: [Insert Name]  
Title: [Insert Title]  
Phone: [Insert Phone Number]  
Email: [Insert Email Address]