

PDF IT RFQ Template



SECTION I: BUYER INFORMATION

COMPANY NAME	RFQ TITLE	RFQ ID
PROJECT SUMMARY DESCRIPTION		
BUSINESS 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

RELATED SOFTWARE,
HARDWARE TECHNOLOGIES

PRODUCT
QUANTITY

DELIVERY REQUIREMENTS

SUPPORT REQUIREMENTS

TENDER FEE REQUIREMENTS

SELECTION CRITERIA

PREQUALIFICATION
QUESTIONNAIRE OPTIONAL

OPEN OR CLOSED
COMPETITION

SCORING CRITERIA
OPTIONAL

TERMS AND CONDITIONS

LEGAL REQUIREMENTS

TERMS AND CONDITIONS

ASSUMPTIONS AND
CONSTRAINTS

DISCLOSURE AGREEMENTS

PENALTIES AND INCENTIVES

INTEGRATION AND COMPATIBILITY

DATA SECURITY STANDARDS

INSTALLATION AND CONFIGURATION

SECTION III: VENDOR RESPONSE

COMPANY NAME	RFQ TITLE	RFQ ID
PROJECT LEAD & TITLE	PHONE	EMAIL
DATE SUBMITTED	PROPOSED START DATE	PROPOSED DATE OF COMPLETION
TECHNICAL DELIVERABLES		
SOFTWARE OR HARDWARE DESCRIPTION		
QUALITY ASSURANCE PROCESS		
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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