

SECTION I: BUYER INFORMATION		
COMPANY NAME	RFQ TITLE	RFQ ID
PROJECT SUMMARY DESCRIPTION		
COMPANY DESCRIPTION		
PROJECT LOCATION		
PROJECT GOALS		
PROJECT LEAD & TITLE	PHONE	EMAIL
INSTRUCTIONS FOR SUBMITTING RESPONSE		
	DATE OF RFQ ISSUE	
	PROPOSAL DEADLINE	
SECTION II: RFQ DOCUMENTS		
DETAILED SPECIFICATIONS		
PROJECT DETAILS		
SCHEMATICS, TECHNICAL REQUIREMENTS		
DELIVERY REQUIREMENTS		
SUPPORT REQUIREMENTS		
TENDER FEE REQUIREMENTS		
QUALITY ASSURANCE REQUIREMENTS		

**SELECTION CRITERIA**

**PREQUALIFICATION  
QUESTIONNAIRE**  
OPTIONAL

**ONE OR TWO-  
ENVELOPE  
PROCESS**

**OPEN OR CLOSED  
COMPETITION**

**SCORING CRITERIA**  
OPTIONAL

**TERMS AND CONDITIONS**

**LEGAL  
REQUIREMENTS**

**TERMS AND  
CONDITIONS**

**ASSUMPTIONS AND  
CONSTRAINTS**

**DISCLOSURE  
AGREEMENTS**

**PENALTIES AND  
INCENTIVES**

**SECTION III: VENDOR RESPONSE**

<b>COMPANY NAME</b>	<b>RFQ TITLE</b>	<b>RFQ ID</b>
<b>PROJECT LEAD &amp; TITLE</b>	<b>PHONE</b>	<b>EMAIL</b>
<b>DATE SUBMITTED</b>	<b>PROPOSED START DATE</b>	<b>PROPOSED DATE OF COMPLETION</b>

**PROJECT MANAGEMENT**

<b>QUALITY ASSURANCE PROCESS</b>	
<b>EQUIPMENT REQUIREMENTS</b>	
<b>LABOR REQUIREMENTS</b>	
<b>LICENSING AND CERTIFICATIONS</b>	

**PRICING TEMPLATE**

<b>PRICE OVERVIEW</b>	
<b>TOTAL PROJECT PRICE</b>	

**TERMS AND CONDITIONS**

<b>FEES, CHARGES, AND DISBURSEMENTS</b>	
<b>SUBCONTRACTORS</b>	
<b>SECURITY REQUIREMENTS</b>	
<b>PAYMENT SCHEDULE AND INCENTIVES</b>	

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