

Request for Quotation

ede



Student

Lane Number 65

Mohali, Punjab, 177214

05 March 2015

Neeraj Attri

Commercial in confidence

Project introduction document
05 March 2015

[Produced by Skopes](#)

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1. Executive summary

About this document

This document has been created to brief you and your organisation on our upcoming project and to gather detailed information on how your organisation and technology platform can deliver our requirements.

The document contains background information about Student, our mission and the project objectives. It also details the functionality that we wish the project and platform to support.

Project Scope

The full project scope contains functional areas and features within each of these functional areas. Each of the features can present operational improvements, or benefits to stakeholders. A breakdown of these [features and functions is provided below](#).

In total there are 93 desired features, broken into 0 Functional areas or groups.

In this project we wish to implement the following high level functional areas:

Project Timeline

The project duration is expected to be **9** days.

- The intended start date is: **19 February 2015**
- The target completion date is: **28 February 2015**

2. About Student

Our mission

To attain goal

Our short / medium term goals

refg4ef

3. Project objectives and benefits

Introduction

This section presents the motivations for the project. These include project our objectives, how these fit with our organisational strategy and other benefits.

The projects contribution to our organisations mission

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The projects contribution to our organisations current goals

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4. Roles and Responsibilities

Successful execution of the project will require the input and participation of a number of team members, these are listed below along with their anticipated roles and responsibilities.

Our project team

The project team leader is w.

Team member	Role (title)
w	wew
a	wew
w	
w	
w	
w	
a	
a	
g	
t	
y	

5. Process and timelines

We are expecting the project to be delivered during the following period, the project is broken into key milestones shown:

Timeline & milestones

The project duration is expected to be **9** days.

- The intended start date is: **19 February 2015**
- The target completion date is: **28 February 2015**

The project will include key milestones, these will help us monitor and keep the project on time and budget. The milestones are not finalised, but are likely to include:

Milestone name	Date
1: Project Commencement	19 February 2015
2: Supplier engaged	26 February 2015
3: Project Completion	28 February 2015

6. Evaluation criteria

Your response will be evaluated on the following criteria in priority order:

Evaluation criteria	Weight
Locations and logistics	10
Warrantees (products & services)	10
Company history and stability	10
Referees (your current clients)	10
References (track record)	10
Strength of project process	10
Organisational fit	10
Team (technical & relationship)	10
Match to functional requirements	10
Value for money	10

We are following a fair and transparent engagement process, supported by well structured documentation. Please follow this process and do not modify the format of the documentation.

We will not be releasing our individual assessments for each response, however we will be sticking to the assessment mechanism.

7. Scope: Features and functions

Functional areas

This project will see the delivery of 93 features, broken into 0 groups or functional areas. The functional areas are:

Complete Specified Functional Areas are not available.

8. Submitting your response

Thank you for taking the time to review our Request for Quotation.

We have provided an associated Request for Quotation response document, which contains a structured format for your response.

In the RFQ response we also ask you to provide further background and supporting information about your company and services, as well as how your system matches our functional requirements.

Our cut off date for responses is: **\$RFQ_reponse_date\$**

Once these responses are submitted we will assess them on their merits and contact vendors with further any questions, or the outcome of our decision.