Requestion for Quotation Response

Skop

Student

Lane Number 65

Mohali, Punjab, 177214

13 February 2015

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1. About this document

This document is provided as the Request for Quotation (RFQ) response format associated with the Skop that will be run by Student.

Do not respond to this document before you have thoroughly read and understood the associated Request for Quotation (RFQ) document.

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2. Your RFQ Response

About your organisation

Please provide a brief overview of your organisation covering its history, current and high profile projects, locations and any other information you feel it relevant. This is provided for information only, there will be further opportunity to present your organisations credentials in the next step.

Introduce your team

Please list your key team members including identifying those that would be involved with the project and their roles.

Name	Position	Project Role	Contact details	Comments

Additional notes & credentials

Please provide any additional information that you feel will best present your case for winning the selection process and delivering our project.

Reference projects

Please provide a list of (up to five) similar projects that we can review as a reference to get a better understanding of your work and outcomes.

Project name	Client name	Notes & Comments

Your referees, references clients or sites

Please provide three references that we may contact to ask about their experience with your products and service. Please ensure that each person is informed that we may be contacting them.

Client name	Contact name	Preferred contact method

3. Features and functions compliance

Please complete the table below indicating if your system provides the features and functions that we require.

Fully Scoped Functional areas are as below:

Complete Specified Functional Areas are not available.

Response types are:

- **Fully complies:** Your system has a feature that directly meets the stated requirement, and its intended use.

- **Partly complies:** Your system has feature(s) that partly meet the functional requirement, but not entirely.

- **Work around required:** Your system does not have feature(s) that meet the functional requirement, but a simple manual work around could be used.

- **Does not comply:** Your system does not comply and a manual work around is not realistic.

Any other response labels used will be judged 'Does not comply'.

4. Process and pricing

Process and milestones

Please outline your project delivery process, including the primary steps and any dependencies. You may wish to describe the benefits of your process, including why your process is successful and/or matches our timelines and milestones, and how it reduces risk.

Pricing

Please outline all cost areas, including (but not limited to):

- Project implementation fees based on requirements provided

- Ongoing fees and maintenance

- Licence fees

- Transaction fees

- Add-on fees

- Third party fees

Please match your fees to the project milestones and deliverables as far as possible. Where a fixed quote cannot be provided please provide an estimate range.

Project pricing

Please document your quotation for delivery of the platform / solution.

Fees for services / project delivery

Project phase / milestone	Fee (including tax)	Notes & Comments

Technology / licence fees

Please document any licence or technology fees that apply.

Description	Fee	Once off / yearly / monthly

Third party fees

If your solution requires any fees be paid by us to a third party please detail these below.

Description	Fee	Once off / yearly / monthly

Other details

Please provide any other details regarding pricing please do so below.

Please also provide the hourly rates for key team members or project roles.

Role / name	Rate	Notes

Please describe your desired payment terms.

5. Authorisation

Please authorise your quote.

By signing below you are submitting your quotation, and saying that it is complete and accurate. You agree that you are committing your organisation to delivering the product and services as documented here and have the authority to do so.

Full Name	Position