Request for Quotation

**Test One**

$LOGO$

Test One

#520

Chandigarh, test, 160048

13 March 2015

Nipun

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# 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 Test One, 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](#_Scope:_Features_and).

In total there are 94 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 **755** days.

* The intended start date is: **07 March 2015**
* The target completion date is: **31 March 2017**

# About Test One

## Our mission

There are no mission just wants to kill the tension.

## Our short / medium term goals

Go on & move on the height of success.

# 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

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry\'s standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

## The projects contribution to our organisations current goals

Win IPL 2015

# 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 Vivek .

|  |  |
| --- | --- |
| Team member | Role (title) |
| Vivek | Project lead |
| Kill | Developer |

# 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 **755** days.

* The intended start date is: **07 March 2015**
* The target completion date is: **31 March 2017**

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 | 07 March 2015 |
| 2: Supplier engaged | 18 March 2017 |
| 3: Supplier engagedsdfsf | 21 March 2015 |
| 4: Project Completion | 31 March 2017 |

# Evaluation criteria

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

|  |  |
| --- | --- |
| Evaluation criteria | Weight |
| Referees (your current clients) | 18 |
| Team (technical & relationship) | 10 |
| Value for money | 10 |
| Organisational fit | 10 |
| Strength of project process | 10 |
| References (track record) | 10 |
| Locations and logistics | 10 |
| Warrantees (products & services) | 10 |
| Company history and stability | 10 |
| Match to functional requirements | 2 |

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.

# Scope: Features and functions

## Functional areas

This project will see the delivery of 94 features, broken into 0 groups or functional areas. The functional areas are:

**Complete Specified Functional Areas are not available.**

# 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.