

RFQ Header

- Your Company Information: Name, address, contact person, email, and phone number.
- RFQ Number: A unique identifier for this request.
- RFQ Sent Date: The date the RFQ is sent to vendors.
- Submission Deadline: The date and time by which vendors must submit their quotes.

Vendor Information

- Vendor Name: The name of the company you are sending the RFQ to.
- Vendor Contact: The contact person at the vendor company.

Project Overview

- Project Title: A clear and concise title for the project.
- Scope of Work: A brief description of the project and what is needed. Mention goals, objectives, and any relevant background.

Line Items

- Item #: A sequential number for each item.
- Description: Detailed description of the product or service, including specifications, materials, and size.
- Quantity: The number of units required.
- Unit Price: The cost per unit.
- Total Price: The quantity multiplied by the unit price (you can use a formula for this: `=C2*D2` if Quantity is in column C and Unit Price is in column D).

Additional Details

- **Terms and Conditions:** Include any specific payment terms, warranty requirements, or other conditions.
- **Delivery Requirements:** Specify delivery location, timeline, or other requirements.
- **Questions for Vendors:** A section where vendors can ask clarifying questions.

Automation Tip

- Consider using formulas to automatically calculate subtotals and the grand total.
- You can also create a separate sheet or section in your Google Sheet to keep a list of vendors and their contact information to easily copy and paste.

How to Use the RFQ Form Effectively

Using a standardized RFQ template is beneficial for efficiently managing procurement activities, especially small tenders. Follow these key steps:

1. **Detail Clear Specifications:** Include precise descriptions and specifications along with any necessary data sheets for every item. Clear documentation helps suppliers accurately price their offers.
2. **Uniform Quotation Form:** Employ a structured RFQ form that includes an itemized Bill of Materials (BOM), clearly listing each item, unit price, quantity, applicable discounts, and total prices. This allows straightforward comparison between multiple vendor quotations.
3. **Set Submission Deadlines and Validity:** Clearly state the deadline by which suppliers must submit their quotations and the required validity period (e.g., "Quotation valid for 90 days from submission"). This ensures timely decision-making.
4. **Request Necessary Compliance Statements:** Require suppliers to submit a compliance statement confirming adherence to the technical and commercial conditions detailed in the RFQ. This can also include bid bond commitments and future bonding capabilities.
5. **Include Essential Attachments:** Ensure suppliers include all necessary documentation such as drawings, manufacturer data sheets, and any other attachments required to fully evaluate their offers.

Column	Value
RFQ ID	RFQ-2025-001
Type	CUSTOM
Company	Some Pharma Group
Product Name	Para-acetylamino-phenol
CAS Number	103-90-2
Quantity	5 kg
Purity Min %	99
Form	Crystalline powder
Delivery Time	4–6 weeks
Due Date	2025-02-20
Target Price	— (not provided)
Incoterms	FCA
Shipping Address	Some Pharma Facility, 12 Industrial Park, Basel
Attachment File ID	attachment-001

Attachment File Name	paracetamol_spec.pdf
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Comments	Please provide CoA and GMP compliance details
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