

Request for Proposal For [Project Name]

Document Control

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Document Approvals

Role	Name	Signature	Date
Project Sponsor			
Project Review Group			
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Procurement Manager <i>[if applicable]</i>			
Communications Manager <i>[if applicable]</i>			
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1 Introduction

This section provides a detailed description of the project and the process involved in selecting a preferred supplier.

1.1 Overview

Provide a detailed description of the project by listing the relevant project objectives, scope of work, deliverables and timeframes required to meet the customer's requirements.

1.2 Purpose

Then describe the purpose of the RFP document.

1.3 Acknowledgement

Specify instructions by which potential suppliers are to acknowledge receipt of the RFP.

1.4 Recipients

Describe the recipient list for this document.

1.5 Process

Describe the steps and timeframes involved in undertaking this tender process.

1.6 Rules

Identify any rules that should be adhered to during this tender process.

1.7 Questions

Provide contact information for the project representative who is responsible for answering supplier questions related to this tender.

2 Company

Specify the information to be provided by the supplier to present a detailed description of its company, such as:

- *Vision, objectives, size, location*
- *Type and number of customers*
- *Market segments within which it operates*
- *Knowledge of industry and expertise*

3 Solution

Provide the following table to allow the supplier to describe in detail its proposed solution:

Solution & Components	Quantity	Price

4 Implementation

List the information the project team needs in order to have a detailed understanding of the supplier's proposed approach to implementing the solution.

5 Other Information

List any other information you will need to provide to potential suppliers regarding the tender process.

5.1 Confidentiality

List the confidentiality clauses that the supplier must agree to in order to take part in this tender process.

5.2 Documentation

List any other information you must provide the project team to help it select a preferred supplier.