

Tender Types

Request for Tender (RFT)

This is an open invitation to qualified suppliers, asking them to send an offer to provide a service or product. A request for tender (or RFT) typically involves producing a document in a predetermined format and is presented confidentially for the potential client to review and evaluate.

Request for Quote (RFQ)

This is an invitation to a supplier to provide a detailed price for a product or service described in detail. In this instance, the potential client knows what they want, and are looking for pricing options from different suppliers.

Request for Proposal (RFP)

A request for proposal is like an RFQ in that it publicizes the need for a product or service, describes it, and solicits bids from qualified contractors to complete it. An RFP typically asks the bidder to propose approaches or product options not specifically called out in the potential client documentation.

Request for Information (RFI)

This is a request made to potential suppliers to provide an approach, availability, and/or pricing data for delivering a product or service to a client. When utilized, this typically precedes an RFT or RFP. This provides availability and feasibility data to a potential client as to what is obtainable in the marketplace to meet a particular need.