# What is a Request for tender document?

An RFT is a formal, structured invitation to suppliers, to bid, and supply products and services (for another - the requesting - company). <http://en.wikipedia.org/wiki/Request_for_tender>

It is a document describing processes, responsibilities(expectations) and requirements of participating parties. It must include aspects such as information and instructions that are specific only to the required tender responses.

Any type of company – Government, Public or Private companies - may request tenders.

# Qualities of a good Request for tender document

The most important feature of a good tender is that it must be clear and easy to understand exactly what is required of the bidders. This is because it makes it easier for the respondents to be precise in their responses, thereby simplifying the process of deciding which of the tenders best meet the company’s needs.

Another feature is that it should state the system requirements / specifications distinctly such that it is easy (for the bidders) to differentiate one from the other. This ensures that responses will be addressing specific and stated needs rather than just vague assumptions of what the company’s talking about.

Next, a good RFT should ensure to clearly state the format in which it would like all respondents to follow in their responses. This means that the respondents will not miss anything (especially important details – to the company) out and will know better what the company needs. It also makes it easier for the evaluators to select capable candidates by basing their assessment and selection criteria on common ground. (uniform criteria)

Finally, a good RFT document must not be too bogus as this can confuse and complicate the main point or purpose of the document. It should be straight to the point and should not contain unnecessary, unrelated information. The more concise it is, the more precise and effective the responses will be.