Request for Proposal

for

<project>

Version 1.0 draft 1

Prepared by <author>

<organization>

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Table of Contents

Table of Contents ii

Revision History ii

1. Statement of Confidentiality 1

2. Abbreviations, Acronyms, and Definitions 1

3. Introduction 1

3.1 About Our Company 1

3.2 About this Request for Proposal 1

3.3 Submitting Proposals 1

3.4 Accepting Proposals 2

3.5 Contracting Schedule 2

4. Proposal Preparation Guidelines 2

5. Project Overview 4

6. Statement of Work 4

6.1 Project Organization 4

6.2 Communication 4

6.3 Dependencies and Constraints 4

6.4 Design, Development, and Implementation Methods 4

6.5 Evaluation and Monitoring 5

6.6 Change Management 5

6.7 Product Acceptance 5

6.8 Support and Maintenance 6

7. Supplier Requirements 6

8. Technical Requirements 7

9. Deliverables 7

10. Cost and Schedule Estimates 8

11. Contracts and Licenses 8

11.1 Purchase Agreement 8

11.2 Licensing Agreements 8

11.3 Intellectual Property Ownership 8

11.4 Supplier Warranties 8

11.5 Performance Bonds, Late-Delivery Penalties, and Early-Delivery Bonuses 8

11.6 Maintenance Contract 9

11.7 Supplier-Supplied Training 9

11.8 Nondisclosure Agreements 9

12. Proposal Evaluation Criteria 9

Revision History

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| --- | --- | --- | --- |
| **Name** | **Date** | **Reason for Changes** | **Version** |
|  |  | initial draft | 1.0 draft 1 |
|  |  |  |  |

*<Note: This template contains both guidance text, shown in italics, and* boilerplate text, shown in normal text. *When creating an RFP from this template, customize the* boilerplate text *to suit the specific details of the project. Remove the guidance text and insert your own specific information for the project. Do a global replace of the string “<acquirer>” with the name of your company.>*

# Statement of Confidentiality

This Request for Proposal (RFP) contains confidential and proprietary information that is the property of <acquirer>, which is provided for the sole purpose of permitting the recipient to respond to the RFP. The recipient agrees to maintain such information in confidence and not to copy nor disclose this information to any person outside the group directly responsible for responding to its contents. The contents of this document may not be used for any purpose other than preparation of a response to this RFP. Should <supplier> not be chosen for the engagement described in this RFP, <supplier> must return all copies of this RFP to <acquirer contact person> at <acquirer address> immediately upon notification that <supplier> was not selected.

# Abbreviations, Acronyms, and Definitions

*<List any specialized terms or abbreviations and their definitions.>*

# Introduction

## About Our Company

[Your Company Name] is a leading bakery chain known for its wide array of high-quality baked goods and exceptional customer service. With [number] locations across [regions], we offer a diverse product line that includes artisanal breads, pastries, cakes, and specialty items. We prioritize using the finest ingredients and traditional baking methods to deliver delightful experiences to our customers. The Bakery Management System (BMS) will be integral in enhancing our operational efficiency, inventory management, and customer service, ensuring we maintain our high standards.

## About this Request for Proposal

[Your Company Name] is issuing this RFP for systems and software development services for the Bakery Management System project. Your company is invited to respond to this RFP. [Your Company Name] will compare the competitive advantages that your proposal offers with those from other responding companies. Proposals will be evaluated in terms of satisfaction of the technical requirements set forth in this RFP, quality, delivery schedule, price, project management, and risk management. [Your Company Name] intends to identify a shortlist of qualified respondents and, ultimately, to select a supplier for this project.

This RFP is not an offer to contract. Issuance of this RFP and the receipt of responses by [Your Company Name] do not commit [Your Company Name] to award a contract to any bidder.

## Submitting Proposals

Please acknowledge receipt of this RFP and reply indicating whether your company intends to submit a proposal by contacting [Acquirer Contact Person] via e-mail at [E-mail Address] no later than [Date and Time]. If your company does intend to submit a proposal, please provide the name, mailing address, e-mail address, telephone number, and fax number of the representative from your company who will serve as the single point of contact for all communications regarding this RFP. If your company chooses not to submit a proposal, please return all copies of this RFP immediately to [Acquirer Contact Person] at [Acquirer Address].

The costs of preparing a proposal are the sole responsibility of your company. All proposals and supporting documentation submitted with the proposal become the property of Bach Ngoc.

Proposals must be prepared according to the description in section 4, Proposal Preparation Guidelines.

Submit questions regarding this RFP in writing to [Contact Person, E-mail Address, Fax Number]. [Your Company Name] will provide copies of all questions and their answers to all bidders who received this RFP.

Submit your proposal in hard copy form to [Acquirer Contact Person] at [Acquirer Address]. All proposals must be received in the required format by [Date and Time]. Proposals received after this time will be returned to the supplier without being considered.

## Accepting Proposals

[Your Company Name] will evaluate submitted proposals according to the criteria summarized in section 12, Proposal Evaluation Criteria. [Your Company Name] may accept or reject any proposal, whether or not it satisfies the requirements stated in this RFP. [Your Company Name] reserves the right to negotiate further with bidding suppliers.

Your response to this RFP constitutes an offer by you to do business with [Your Company Name] on the terms stated in your response. Should your company be selected, [Your Company Name] may incorporate any portions of your response into negotiated agreements.

In the event that [Your Company Name] decides not to accept your proposal, you will be so notified. [Your Company Name] reserves the right not to communicate the basis upon which its decision was made.

## Contracting Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| **Milestone** | **Date Due** | **Deliverables** | **Responsibility** |
| Issue RFP to suppliers | July 1, 2024 | RFP | <acquirer> |
| Intent to bid or withdraw | July 10, 2024 | E-mail notification | Supplier |
| Written proposals submitted | July 31, 2024 | Proposals in hardcopy | Suppliers |
| Site visits or surveys | August 10, 2024 | none | <acquirer> |
| Supplier selected | August 20, 2024 | Written notification | <acquirer> |
| Negotiations completed | August 31, 2024 | Final statement of work | <acquirer> |
| Contract executed and purchase order issued | September 5, 2024 | Contract, purchase order | <acquirer>, supplier |