

REQUEST FOR PROPOSAL (RFP)

1. Introduction

The [Organization Name] invites proposals from qualified vendors for the provision of [project/service title]. The purpose of this Request for Proposal (RFP) is to select a suitable vendor that meets the organizational objectives.

2. Scope of Work

The selected vendor shall be responsible for:

- Delivering [specific services/deliverables]
- Meeting milestones as per schedule
- Providing documentation and regular updates

3. Eligibility Criteria

Vendors must fulfill the following:

- Minimum [X] years of relevant experience
- Registered under [applicable act/law]
- Financially stable with minimum annual turnover of [amount]
- Relevant certifications such as ISO, MSME, etc.

4. Proposal Submission Guidelines

- Format: PDF/DOCX
- Submission Deadline: [Date]
- Email or Portal: [Submission details]
- Must include technical and financial bids in separate documents

5. Evaluation Criteria

Criteria	Weight
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Technical Compliance	40%
Financial Proposal	30%
Past Experience & Clients	20%
Certifications	10%

6. Timeline

- Release Date: [Date]
- Last Date for Queries: [Date]
- Submission Deadline: [Date]
- Evaluation & Award: [Date]

7. Terms and Conditions

- The organization reserves the right to reject any or all proposals.
- Bids must remain valid for [X] days.
- Any disputes shall be subject to [Jurisdiction].