Make a copy of this document and remove this page.

On the next pages, you can find the blank template.

1. You can find a clear explanation and RFQ examples [here](https://www.comanage.me/en/blog/request-for-quotation-project-management?utm_source=blog&utm_medium=word&utm_campaign=blank_template_rfq)

2. Replace everything between <> with your own text.

*<Your brief project title>*

*<Briefly introduce your company and the project>*

| **RFQ number:** | *<optional but helpful for your internal organisation >* |
| --- | --- |
| **RFQ issue date:** | *<mm/dd/yy>* |
| **Deadline submission quotation:** | *<mm/dd/yy> - <hh:mm> - <Time zone>*  Late bids will not be considered. |
| **Submission of responses:** | *<All responses must be submitted as pdf to: projectmanager@yourbusiness.com*  *Quotations sent to the wrong address, or in a different format than pdf will automatically lead to elimination.>* |
| **Payment terms:** | *<We pay in euro by bank transfer, within 60 days of receipt of the supplier’s invoice.*  *Bank charges and taxes for international payments are borne by the supplier>* |
| **Contact details:** | Submission of enquiries:  *<projectmanager@yourbusiness.com*  *Use the RFQ reference in your email subject line>*  Business hours:  *<Mo-Fri: 8 am - 5 pm (Time zone)>* |

## Scope of work

*<List the exact services and/or goods you need to complete the project>*

| **Description** | **Amount** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

## Project deadlines and milestones

| **Description / Task** | **Deadline delivery** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Evaluation and elimination

*<List all your elimination and selection criteria. This can best be a simple bullet list to improve the readability of your demands.*

* *Criterion 1*
* *Criterion 2*
* *Etc >*

## Terms and conditions

*<Refer to your general terms and conditions with a link>*

*<If you have specific project conditions, list them here*

* *Condition 1*
* *Condition 2*
* *Etc >*

We look forward to your quote! Thanks for taking the time to provide us with the requested information to turn this project into a success story.