

Request for Information (RFI) / Request for Quotation(RFQ) Generic Template

Description: The most complete & comprehensive RFI / RFQ (Request for Information / request for Quotation) template you will find anywhere!

If you need to write an RFI/RFQ, this is the sample RFI/RFQ template you have been looking for. You can quickly customize this complete RFI/RFQ shell to solicit bids for ANY new Technology, Services, or Construction project. The document is in Microsoft Word format so you can find and replace terms to match your procurement. When you are finished you can easily publish your document to bidders using standard e-mail. All responses can be edited right into this document by your vendors to control the resulting response in a standard format.

The template is annotated with lots of suggestions and hints that will help you understand the need for each section and how you need to customize it to fit your needs. Most of the sections have sample specifications that you can use "as is" or customize to your procurement.

Who Should Download This Template?

Beginners and business managers who do not know where to start or perhaps have never written an RFP before need to download this template. The document takes you step by step along the way to produce a professional RFI/RFQ that will get quality responses. Seasoned professionals will find this document helps you tremendously speed up your RFI/RFQ writing and allows you to focus on the requirements details. It may even remind you of important questions that you may currently be overlooking. Procurement managers can also use this shell as a starting point for their standard RFI/RFQ document. You can use this template to check that your standard has covered all the necessary features to produce quality response documents. Buy this comprehensive, twelve page generic RFI/RFQ shell now and stop wasting your time trying to write it from scratch!

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