



Connecting Buyers &amp; Suppliers Globally

FREE FOR PROCUREMENT TEAMS

# Detailed RFQ Template

Cover Letter • Requirements Matrix • Supplier Response Sheet • Scoring Rubric

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*A ready-to-send request-for-quote pack for sourcing custom manufactured components.*

## How to Use This Template

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This pack contains everything you need to run a structured, apples-to-apples RFQ for custom manufactured parts — castings, forgings, machined components, stampings, fabrications, molded parts and sub-assemblies. It replaces scattered email threads with one standardized document so every supplier quotes against the same requirements and you can compare responses line by line.

### What's inside, and who fills it in:

- **Section 1–3** — Buyer completes the RFQ invitation, project details, and the Requirements Matrix, then sends the file to shortlisted suppliers.
- **Section 4–5** — Supplier completes the Response Sheet and cost breakdown and returns the file by the stated deadline.
- **Section 6** — Buyer scores each returned quote against the weighted rubric to select finalists.

*Delete the guidance notes in italics before sending and replace every underlined blank or [bracketed] placeholder with your own details. Fields marked with an asterisk (\*) are the minimum a supplier needs to quote accurately.*

## Section 1 — RFQ Cover Letter / Invitation to Quote

Paste onto your letterhead or into the body of your email when issuing the RFQ.

Date: \_\_\_\_\_

To: [Supplier Company Name]

Attn: [Sales / Key Account Contact]

**Subject: Request for Quotation — [Commodity / Program Name], RFQ No. [\_\_\_\_\_]**

Dear [Supplier Name],

[Your Company] is inviting qualified suppliers to submit a quotation for the manufacture and supply of the components described in this document. We selected your firm based on [capability match / prior audit / referral], and we look forward to your competitive proposal.

Please review the Requirements Matrix (Section 3), complete the Supplier Response Sheet (Section 4) and Quality & Compliance declaration (Section 5), and return this document — together with any supporting drawings, certificates and cost breakdowns — by the deadline below.

- **Quote submission deadline:** [e.g. 4th Aug 2025, 6:00 PM \_\_\_\_ time]
- **Target award / SOP date:** [Target Production / SOP date]
- **Primary contact for questions:** [Name, title, email, phone]
- **Quote validity required: [90] days | Incoterm basis:** [e.g. FOB / FCA / DAP — see Section 2]

*All information contained in this RFQ is confidential and provided solely for the purpose of preparing your quotation. We appreciate your time and look forward to your response.*

Sincerely,

**[Buyer Name] — [Title]**

[Your Company] | [Email] | [Phone]

## Section 2 — Buyer & Project Information

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### 2.1 Buyer Details

Company name	
RFQ number	
Buyer / contact & email	
Ship-to location(s)	
Program / end application	
Estimated annual volume (EAU)	
Program duration / SOP date	

### 2.2 Commercial & Delivery Terms Requested

*Specify the terms you want suppliers to quote against, so responses stay comparable.*

Incoterm basis (e.g. FCA, FOB, DAP)	
Quote currency	
Payment terms requested	
Required lead time (weeks)	
Packaging / labeling standard	
Warranty / PPM expectation	
Tooling ownership (buyer / supplier)	

## Section 3 — Requirements Matrix

List every part in scope. Attach the corresponding drawing / 3D model for each line item. Add rows as needed.

#	Part number	Description / process	Material & spec	Drawing / rev.	EAU	Target price (optional)
1						
2						
3						
4						
5						
6						
7						
8						

**For each part, also confirm you are supplying:**

- 2D drawing (PDF) and/or 3D model (STEP/IGES) with current revision
- Key characteristics / critical-to-quality (CTQ) dimensions and tolerances
- Material specification, coating/finish, and any heat-treatment requirements
- Applicable industry standard(s): IATF 16949, AS9100, ASTM/EN grade, RoHS/REACH, etc.

## Section 4 — Supplier Response Sheet

### 4.1 Supplier Identification

Supplier company & plant location	
Contact name / email / phone	
Quote date & validity (days)	
Incoterm & currency quoted	

### 4.2 Pricing by Part

To be completed by the supplier. Quote per the Incoterm and currency specified in Section 2.2.

#	Part number	Unit price	MOQ	Lead time (wks)	Tooling cost (one-time)	Price breaks / notes
1						
2						
3						
4						
5						
6						
7						
8						

### 4.3 Should-Cost / Price Breakdown (per representative part)

Provide the cost build-up so we can benchmark and negotiate on facts, not just the bottom line.

Cost element	Value / unit	% of total
Raw material (grade, weight, scrap %)		
Direct labor		
Machining / process time		
Overhead & burden		
Tooling amortization		
Secondary ops (heat-treat, coating, finish)		
Packaging		
Freight / logistics (to Incoterm point)		
Margin		
<b>Total unit price</b>		

### 4.4 Capacity & Capability Confirmation

Available monthly capacity for this scope	
Current capacity utilization (%)	
Sample / PPAP lead time	
Sub-tier suppliers used (material, coating)	
Exceptions / deviations to this RFQ	

## Section 5 — Quality, Compliance & Declaration

Supplier to confirm each item and attach evidence where noted.

Requirement	Yes	No	Evidence attached
ISO 9001 certified (attach certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IATF 16949 / AS9100 certified (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ISO 14001 or environmental program in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material certifications / mill certs provided per lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full dimensional & CMM inspection reports available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PPAP / APQP capability (level ___)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traceability from raw material to finished lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RoHS / REACH / conflict-minerals compliant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Export experience & documentation capability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No forced / child labour; fair working conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Supplier declaration

We confirm that the pricing and information provided in this RFQ response are accurate, complete, and valid for the stated period. We have reviewed the requirements and can meet them except where noted under exceptions (Section 4.4).

Authorized signature: \_\_\_\_\_ Name / Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 6 — Quote Scoring Rubric

For the buyer. Score each returned quote 1–5 per criterion, multiply by the weight, and total. Adjust weights to match your program priorities — they must sum to 100%.

Criterion	Weight	What a 5 looks like	Score (1–5) × weight
<b>Total landed cost (TCO)</b>	30%	Lowest fully loaded cost incl. tariffs, freight, tooling, carrying cost	
<b>Quality systems &amp; PPM</b>	20%	IATF/AS certified, strong PPM history, robust PPAP/APQP	
<b>Lead time &amp; capacity</b>	15%	Meets required lead time with headroom; low utilization risk	
<b>Technical capability match</b>	15%	Proven on identical process/material; relevant references	
<b>Financial &amp; supply-chain stability</b>	10%	Solid financials, dual-sourced inputs, low disruption risk	
<b>Compliance &amp; ESG</b>	5%	Full regulatory + ESG compliance with evidence	
<b>Responsiveness &amp; communication</b>	5%	Fast, clear, complete response; strong English/technical comms	
<b>Total</b>	<b>100%</b>	Weighted score out of 5	

### Decision guide

- **4.0 – 5.0** → **Award** / shortlist for audit.
- **3.0 – 3.9** → **Viable**; negotiate gaps before awarding.
- **Below 3.0** → **High** risk; use only if no better option and mitigation is planned.

*Tip: pair this rubric with the MESH Works Supplier Qualification Assessment (1–5 rating) and Supplier RFI Questionnaire for a complete pre-award evaluation.*

## Appendix — Simple / Quick RFQ

*A stripped-down, one-page version for fast quotes, spot buys, or early market checks where a full RFQ isn't warranted.*

<b>Buyer / company</b>	
<b>Contact &amp; email</b>	
<b>Quote needed by</b>	
<b>Incoterm / ship-to / currency</b>	




#	Part / item	Description & material	Qty / EAU	Unit price	Lead time	Notes
1						
2						
3						
4						
5						
6						

Attachments: drawings / models     Certifications available on request     Quote validity: \_\_\_\_\_ days



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