Prepare a Comparable RFQ

Use one controlled product requirement and retain original replies. The five topics below help prepare your own enquiry; they do not contact or approve suppliers.

☐ 1. Fix the product specification revision

Identify the product, drawing or tech pack revision, materials, dimensions, units and sample references. Keep unresolved details visible and appoint the person who can approve a change. Issue the same controlled requirement so candidates can identify deviations rather than answer different products.

☐ 2. Complete the RFQ fields

Record quantity tiers and variants, packaging, labels, target milestones, requested delivery scope, sample requirements, payment questions and quote validity. Ask for currency, included costs, exclusions and deviations. Mark missing details To be confirmed; an illustrative example is not your finished purchase requirement.

☐ 3. Issue the same request to the candidates

Prepare the same version for three to five relevant candidates, then use the appropriate platform or email route yourself. Retain who received which version and when. Protect information according to your actual arrangements, and do not silently change the brief for one supplier.

☐ 4. Align the replies and clarify missing scope

Keep each original offer and compare the specification, quantity unit, currency, MOQ, samples, packaging, timing and delivery conditions. Ask about unanswered or excluded work before treating the prices as comparable. Unknown is not zero, and the lowest unit amount does not approve a supplier.

☐ 5. Record the selected offer in the order process

Identify the chosen quote and its revision, resolve material deviations and retain the agreed product and commercial conditions. Prepare the purchase-order record through the appropriate approval and acceptance process. Keep the enquiry, offer and order states distinct; no order is created by this checklist.

Keep the enquiry, supplier response, clarification and order-review states distinct. Resolve missing scope before deciding whether to proceed.

Example RFQ: Cotton Pouch

Entire page: hypothetical learning requirement. Not a customer document, supplier offer or order. Complete and review open details before using the structure.

FIELD	EXAMPLE VALUE
RFQ reference	EXAMPLE-RFQ-001 / Rev A - learning illustration only
Requested product	Plain cotton zipper pouch, one natural colour; no logo in this example
Material	Requested 100% cotton outer fabric; construction and feasibility to be confirmed
Dimensions / units	Requested finished outer size 200 x 150 mm; tolerance and measurement method to be confirmed
Quantity tiers	Quote 100 / 300 / 500 pieces of the same revision; state any variant minimum or pack multiple
Packaging / labels	Unprinted paper band per pouch; carton layout and required labels to be confirmed
Sample request	Propose one pre-production sample to Rev A; state cost, sample timing and delivery exclusions
Production timing	State start/end milestones and duration after the identified approvals; target date to be confirmed
Delivery basis	Requested comparison: FCA Dongguan, precise named point to be confirmed, Incoterms 2020; state alternatives separately
Currency / price	Quote USD per piece at each tier; identify setup, packaging, sample and other excluded costs
Payment milestones	Propose the actual milestones and payment route; no percentages are agreed in this example
Quote validity	State issue and expiry dates; no deadline or validity period has been agreed
Supplier response	Identify the contracting entity, deviations, assumptions and unanswered questions; retain original references

No technical tolerance, named handoff, deadline, price or payment percentage has been agreed. Request deviations and exclusions explicitly; the actual terms and acceptance process determine commitments.

Your Enquiry and Reply Record

Use the actual product, authorised files and candidate references. Keep unknown fields visible and retain the evidence behind the next decision.

Product / specification revision and attachment references

Quantity tiers, variants, packaging and sample requirement

Delivery basis, timing, payment questions and quote validity

Candidates, issue date and version actually sent

Original quotation references, deviations and missing scope

Selected offer, approval owner and purchase-order process

Source notes and the limits of this pack

Sources checked 19 October 2026. Full primary-source notes appear in the web guide.

Workflow: https://buyer.alibaba.com/page/how_it_wroks.html

Sourcing context: https://asgdropship.com/services/product-sourcing/

Document roles: SAP RFQ definition and Oracle Negotiation Types documentation.

Trade-term context: ICC Incoterms 2020 Q&A. Contract context: UNCITRAL CISG overview.

This is a static print pack, not an email sender, completed contract, supplier assessment or purchase approval. The example product is invented. Actual enquiry content, payment route, trade term, named point and applicable rules need to be resolved for the intended transaction.