**Microsoft Word RFQ Government Project Template**

|  |  |
| --- | --- |
| RFQ SUMMARY |  |
| *Fields below are to be completed by the Issuing Party only.* |
| AGENCY NAME | Name |
| AGENCY ADDRESS | Address |
| RFQ RELEASE DATE | MM/DD/YY |
| RFQ DUE DATE | MM/DD/YY |
| CONTRACTING OFFICER (CO) | Name |
| CO CONTACT INFO |   |
| SOLICITATION NO. |  |
| CONTRACT NO. |  |
| PRE-SOLICITATION MEETING | Details of optional pre-solicitation meeting |
| QUESTIONS |  |
| 1. INTRODUCTION |
| Content |
| 2. BACKGROUND |  |
| Content |

|  |
| --- |
| 3. GOALS AND OBJECTIVES |
| Content |
| 4. SCOPE |  |
| Content |

|  |  |
| --- | --- |
| 5. REQUIREMENTS |  |
| Content |
| **5.1 PRODUCT REQUIREMENTS** |
| Content |
| **5.2 REQUIREMENTS RELATED TO REGULATORY COMPLIANCE** |
| Content |
| **5.3 VENDOR ADMINISTRATION REQUIREMENTS** |
| Content |
| **5.4 PROGRAM REQUIREMENTS** |
| Content |

|  |
| --- |
| **5.5 REPORTING REQUIREMENTS** |
| Content |
| ***5.5.1 MANAGEMENT REPORTS****Contractor shall provide monthly management reports on the (x) day of each month, containing:* |
| ***METRIC*** | ***DESCRIPTION*** |
| TOTAL AGGREGATED SALES |  |
| TOTAL MONTHLY SALES |  |
| AVERAGE ORDER VALUE |  |
| SALES BY CUSTOMER |  |
| SALES BY CATEGORY |  |
| SALES BY PURCHASING CHANNEL |  |
| SALES BY PRODUCTS WITH SUSTAINABLE FEATURES |  |
| ACTIVITIES TO PROMOTE PURCHASES OF SUSTAINABLE PRODUCTS |  |

**5.5.2 USAGE REPORTS**

*Contractor shall provide monthly usage reports with data captured at the transactional level, containing the following, on the (x) day of each month:*

|  |
| --- |
| ***1. PRODUCT IDENTIFICATION INFORMATION*** |
| ***NAME*** | ***DESCRIPTION*** |
| Item description |  |
| Product Category |  |
| Manufacturer |  |
| Part Number |  |
| Contractor Part Number |  |
| Unit |  |
|  |  |
|  |  |
| ***2. PRODUCT PRICING INFORMATION*** |
| ***NAME*** | ***DESCRIPTION*** |
| Quantity |  |
| Unit Price Paid |  |
| Extended Price |  |
|  |  |
|  |  |
|  |  |
| ***3. TRANSACTION INFORMATION*** |
| ***NAME*** | ***DESCRIPTION*** |
| Transaction Number |   |
| Order Date |  |
| Fulfillment Date |  |
| Sales Channel |  |
| Payment Method |  |
| Delivery |  |
| Shipping |  |
|  |  |
|  |  |

**5.5.3 PERFORMANCE METRIC REPORTS**

*Contractor shall provide monthly performance metrics reports on the (x) day of each month:*

|  |
| --- |
| ***1. Adherence to Delivery Schedule*** |
|  |
| ***2. Meeting Blanket Purchase Agreement Terms and Conditions*** |
|  |
| ***3. Ensuring Inventory Levels*** |
|  |
| ***4. Meeting Reporting Requirements*** |
|  |
| ***5. Product Damages and Returns*** |
|  |
| ***6. Sustainable Products*** |
|  |
| ***7. Customer Satisfaction*** |  |
|  |

|  |
| --- |
| 6. TERMS AND CONDITIONS |
| Content |

|  |
| --- |
| 7. GOVERNMENT ADMINISTRATION CONSIDERATIONSAND RESPONSIBILITIES |
| Content |

|  |
| --- |
| 8. METHODOLOGY FOR EVALUATION |
| Content |

|  |
| --- |
| 9. COMPLIANCE CLAUSES |
| Content |

|  |
| --- |
| 10. SUBMITTAL INSTRUCTIONS |
| Content |

|  |
| --- |
| 11. ATTACHMENT INFORMATION |
| Content |

|  |
| --- |
| OFFEROR INFORMATION |
| *Fields below are to be completed by the Offeror.* |
| OFFEROR NAME | Name |
| POINT OF CONTACT (POC) | Name |
| POC EMAIL | Email |
| POC PHONE | Phone |
| QUOTE VALIDITY PERIOD | Start Date - End Date (MM/DD/YY) |
| TYPE OF FIRM | Description |
| OTHER REQUIREMENT |   |
| OTHER REQUIREMENT |  |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |