

Standard Request for Quotation (RFQ)

General Goods & Services

Use this template for everyday goods and services where the scope is well defined. Complete every field before sending to suppliers, and request that all quotes use the same response format for fair comparison.

1. Buyer Details

Registered business name	
ABN	
Billing address	
Procurement contact name	
Phone / email	
RFQ reference number	
Date issued	

2. Items / Services Requested

No.	Description	Model / SKU	Unit	Qty	Notes
1					
2					
3					
4					

3. Delivery & Response

Delivery location	
Required delivery date	
Quote response deadline	
Preferred response format	Email / supplier portal

4. Pricing & Commercial Terms

Pricing format required	Per unit, total ex-GST, total inc-GST
Currency	AUD
Payment terms	30 days from valid tax invoice
Acceptable payment methods	EFT / credit card
Quote validity period	30 days from response date

5. Evaluation Criteria (Weighted)

Criterion	Weight (%)	Notes
Price (ex-GST)	50	
Lead time	20	
Warranty / after-sales	15	
References / past performance	15	

6. Supplier Acknowledgement

Supplier name	
Supplier ABN	
Authorised signatory	
Date	
Signature	