



Request for Quotation Template

Regular Industries / Product XYZ & Service 3214

Complete

Failed items	0	Actions	0
Company name	Regular Industries		
Name of product/service:			
Quote for	Product XYZ & Service 3214		
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Prepared on	11 Feb 2022		

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Background

Our company

Regular Industries is a supply operations corporation providing general products and items in 85 countries around the world. Our company has partnered with brands such as SafetyCulture, EdApp, and Mitti to fulfill its mission of being a global commodities provider.

What is this quote for?

This quote is for Product XYZ and Service 3214. Product XYZ is needed to manufacture a majority of our stock, such as the Regular Pen Holder. Service 3214 is the adjustment of Product XYZ to fit other products that are also used to manufacture the Regular Pen Holder.

Include project details, how the company will use the product, or why the company needs the service, etc.

Pre-qualification requirements

To proceed with bidding, interested suppliers and vendors should:

- Be a platinum member of the Safe Make Organization
- Follow the Safety Standards 1 and 2 across all sites
- Have a verifiable history of being a good supplier/vendor

Product/Service Quote

Instructions for completion

Complete the quotation by doing the following:

- Specify the unit price under the 'Product price' field.
- In the Product Price Breakdown section, select the '+' to add an item/component/factor contributing to the unit price.
- For each added item in the Product Price Breakdown, give a short description and the item/component/factor's average cost per unit.

Due date for submission

14 Feb 2022

Requesting quote for?

Product

Service

Product

Product 1

Product definition

Product XYZ is a combination of fabric and steel used in the making of the Regular Pen Holder and the Regular Makeup Case.

Product detailed specifications

Product XYZ has dimensions of 5 cm x 8 cm x 3 cm and must be in the color blue, shade #345 (cool-toned light blue). It should be both flexible and durable, passing the industry elasticity and strength tests.

Product delivery requirements

Product XYZ should be individually packed (each unit) with bubble wrap. There should be 20 units of Product XYZ in each box. Each box should exactly fit the 20 packed (bubble wrapped) units of Product XYZ.

Product delivery deadline	18 Feb 2022
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Product quantity	500
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Product price	\$40 / unit
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Product Price Breakdown

Item

Item 1

Short description	Piece ABC
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Item cost	\$5 / unit
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Item 2

Short description	Equipment
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Item cost	\$15 / unit
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Item 3

Short description	Labor
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Item cost	\$15 / unit
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Item 4

Short description	Piece DEF
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Item cost	\$ 5 / unit
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Service

Service 1

Service definition

Service 3214 consists of checking if Product XYZ has to be modified to fit the other products used to manufacture the Regular Pen Holder. If it does have to be modified, the service will always include the modification and the refinishing of Product XYZ.

Service detailed specifications

To check if Product XYZ has to be modified, the service provider has to follow the procedures set by Regular Industries. During modification and refinishing, the service provider also has to consult a representative from the manufacturing department of Regular Industries.

Service delivery requirements

The service provider has to deploy only 1 technician to do the job. To be qualified, the technician should have at least 2 years experience of working in the company. Once a qualified technician has been chosen, the service provider needs to notify Regular Industries so that a temporary gate pass can be issued to the technician.

Service start date & time	23 Feb 2022 07:00 PST
Service end date & time	23 Feb 2022 18:00 PST
Service quantity (e.g., hours of labor)	11 hours (paid lunch break)
Service price (e.g., hourly rate)	\$35 / hour

Service Price Breakdown

Item

Item 1

Short description Technician fee

Item cost \$25 / hour

Item 2

Short description Tools

Item cost \$10 / hour

More Information

Payment terms

Regular Industries shall pay the total amount due upon receipt of the 500 units. Any significant damages to units will lead to a proportionate decrease in total compensation. If such is the case, proof of damage shall be provided by the company to the supplier/vendor.

Proposed method of evaluation

Quotations are to be evaluated based on lowest unit price and ability to meet all other requirements such as quantity and delivery date.

Decision timeline and review process

Quotes will be evaluated by procurement team and a manufacturing executive on Feb 15. Decision will be approved by a board member by the morning of Feb 16. Selected supplier/vendor will be notified after board member's approval by the afternoon of Feb 16.

Contract terms and conditions

The supplier/vendor shall deliver 500 units of Product XYZ on Feb.18 and shall also deploy 1 qualified technician on Feb. 23 to start work at 7:00 am and end on 6:00 pm the same day.

Submission requirements

Aside from the quotation, other submission requirements include:

- Photo of sample Product XYZ
 - Qualifications of intended technician
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Frequently Asked Questions

FAQ**FAQ 1****Question**

What happens if the 500 units of Product XYZ aren't delivered on time?

Answer

If the supplier/vendor fails to deliver the agreed upon 500 units on Feb. 18, then the company is only entitled to pay half of the total compensation.

FAQ 2**Question**

What if the supplier/vendor can only provide either 500 units of Product XYZ or Service 3214, but not both?

Answer

If the supplier/vendor is unable to provide both the 500 units of Product XYZ and Service 3214, Regular Industries suggests that the supplier/vendor does not submit a quotation.
