

# RFQ Preparation Template

*A buyer-ready structure for requesting clearer and more comparable China manufacturing quotations.*

## 1. Product Information

- Product name / model and intended use
- Drawings, images or reference sample
- Brief product description

## 2. Technical Requirements

- Dimensions / tolerances
- Materials / grades
- Surface finish and color
- Functional and testing requirements

## 3. Manufacturing Requirements

- Manufacturing process if known
- Tooling requirements
- Assembly / special processes
- Packaging requirements

## 4. Quantity & Forecast

- Sample quantity
- Initial order quantity
- Expected annual volume
- MOQ requirement or flexibility

## 5. Quality Requirements

- Inspection scope
- Critical / major / minor criteria where applicable
- Functional testing
- Approved sample and documentation requirements

## 6. Commercial Requirements

- Target price if appropriate
- Currency and Incoterm
- Payment terms
- Tooling cost quoted separately

## 7. Timing

- RFQ response deadline
- Sample target date
- Production start target
- Required delivery window

## 8. Supplier Response Requested

- Unit price by quantity tier
- MOQ, sample cost and tooling cost
- Sample / production lead time
- Relevant capacity and capability
- Key assumptions and exclusions

## — RFQ Comparison Checklist

- Are all suppliers quoting the same specification?
- Are tooling, packaging and testing costs separated?
- Are MOQ and lead times comparable?
- Are assumptions and exclusions documented?

## Important Note

A complete RFQ improves quotation comparability. Do not leave critical requirements such as material, dimensions, quality criteria or packaging for the supplier to guess.