

COMPLETENESS CHECK BEFORE REQUESTING SUPPLIER QUOTES

Check the RFQ before it reaches suppliers.

Use this standalone checklist before you send. For each prompt, mark Ready, Resolve, or N/A. Put every Resolve item in the gap log on page 2, assign an owner and due date, and close the gap before sending. If N/A, note why when it could affect a supplier's response.

RFQ / project

Owner	Version / date	Supplier quote deadline
1. Request and scope		
01	Can a supplier understand why the purchase is needed and what outcome is expected?	☐ Ready ☐ Resolve ☐ N/A
02	Are the requested goods or services, included work, exclusions, and buyer/supplier responsibilities clear?	☐ Ready ☐ Resolve ☐ N/A
03	Are acceptance criteria or proof of completion stated?	☐ Ready ☐ Resolve ☐ N/A
2. Specifications		
04	Does each line point to a clear description, item/model, drawing or attachment, and current revision?	☐ Ready ☐ Resolve ☐ N/A
05	Are materials, grade, dimensions, performance, tolerances, standards, and unit basis stated where relevant?	☐ Ready ☐ Resolve ☐ N/A
06	Are permitted substitutes, samples, quality documents or certifications, and the approval process explicit?	☐ Ready ☐ Resolve ☐ N/A
3. Quantities and options		
07	Are quantities by line and unit clear, including pack size, lot or minimum order, and options?	☐ Ready ☐ Resolve ☐ N/A
08	Are one-time quantities, forecasts or repeat demand, and any quantity-break basis distinguished?	☐ Ready ☐ Resolve ☐ N/A
4. Delivery and receipt		
09	Are the delivery point, site/access or receiving constraints, and shipping responsibility clear?	☐ Ready ☐ Resolve ☐ N/A
10	Are packaging, labeling, split deliveries, offloading, and inspection or acceptance needs stated where relevant?	☐ Ready ☐ Resolve ☐ N/A

Mark one status for every prompt. Use the questions that apply to this purchase; write any gap or action on page 2.

Resolve gaps. Then release the request.

RFQ / project

Owner	Version / date	Supplier quote deadline
5. Pricing		
11	Are the requested unit-price basis, currency, line totals, and quantity tiers clear?	☐ Ready ☐ Resolve ☐ N/A
12	Are freight, taxes, duties, tooling, setup, packaging, and other charges itemized, with inclusions and exclusions stated?	☐ Ready ☐ Resolve ☐ N/A
13	Are quote validity, assumptions, and exclusions requested or clearly identified?	☐ Ready ☐ Resolve ☐ N/A
6. Schedule		
14	Does the quote deadline include a calendar date, time, and time zone?	☐ Ready ☐ Resolve ☐ N/A
15	Are the required delivery or start date, lead-time basis, milestones, and partial-delivery expectations clear?	☐ Ready ☐ Resolve ☐ N/A
7. Supplier response instructions		
16	Is it clear where and how to submit, in what format, and which documents or attachments are required?	☐ Ready ☐ Resolve ☐ N/A
17	Should suppliers respond line by line or separate technical details from commercial pricing?	☐ Ready ☐ Resolve ☐ N/A
18	Is there a named contact and deadline for questions, with instructions for handling shared clarifications?	☐ Ready ☐ Resolve ☐ N/A
8. Commercial terms		
19	Are payment terms, tax handling, warranty, after-sales support, and relevant service requirements stated?	☐ Ready ☐ Resolve ☐ N/A
20	Are applicable purchase/contract terms and any confidentiality, IP, insurance, or compliance requirements identified?	☐ Ready ☐ Resolve ☐ N/A
21	Must suppliers disclose exceptions or deviations, and how will approval be handled before award?	☐ Ready ☐ Resolve ☐ N/A

Gaps to resolve before sending

Describe the missing or vague detail, the action needed, who owns it, and the due date. Confirm each item is closed before release.

GAP AND ACTION	OWNER	DUE	CLOSED

Final send check

☐ Every material gap is resolved or explicitly recorded as not applicable.

☐ The RFQ and referenced drawings, attachments, and terms use matching versions.

☐ The recipient list, submission instructions, contact, and quote deadline are clear.