

Product and supply scope

Use one copy per supplier. Type in the fields or print. Enter "Not offered" for unavailable items.
Attach extra rows under the same RFP number. This request and response is not a placed order.

RFP number

Reply due

Buyer / contact

Supplier / contact

Intended use / destination

Printer / ink / process

1 Quote the exact material

Item	Buyer requirement	Supplier offer / document
Model / technical-sheet revision		
Construction / finish / backing		
Printable faces / ink family		
GSM / stated tolerance		
Roll width x length / tolerances		
Core / winding direction		
Net / packed mass / pack size		
Order quantity / unit		
Report / method / edition		

2 Identify the seller and production route

Legal seller / registered address

Manufacturing site / address

Process for this model	In-house / outsourced	Site / evidence reference
Coating or lamination		
Inspection / shipment release		
Slitting / rewinding / packing		

Certificate / issuer / scope / sites / status record

Sample approval and lot records

RFP number

Supplier

3 Set the sample acceptance checks

Sample ID / model / lot

Quantity / charge / dispatch date

Printer / ink / profile / finishing setup

Check / method	Written limit / visual reference	Result / evidence
Width / length / GSM		
Print / drying or curing		
Appearance / application test		
Cutting / joining / edge finish		

Decision: Approved / Rejected / Revise

Decision date / owner / record

Retained sample location / changes that require a new sample

4 Link the order to the lot

Order reference > model > lot > roll label > packing list

Roll-label / packing-list / inspection file IDs

Record retention period / owner

Shipment-release record / responsible person

5 Record the issue-handling process

Supplier reply field	Supplier response
Reporting window / contact	
Required IDs / photos / test records	
Initial reply / investigation deadlines	
Rework / replacement / credit process	
Closure record / action owner	

Include affected quantity, lot and roll IDs, print settings, findings and the agreed action in each issue file.

Price, schedule and comparison

RFP number

Supplier

6 Separate quantities and cost lines

Currency / pricing unit

Quote valid through / payment schedule

Trade rule / exact named place or point / edition

Offer field	Supplier response
MOQ per model / width / finish; unit	
Mixed-order minimum; unit	
Material price / quantity / line total	
Setup / packing / inspection charges	
Transport charge / destination / scope	
Excluded charges and amounts	

Write "Included" for costs covered in the total. Compare the same delivery scope for every supplier.

7 Give the schedule a start and an end

Start event / required inputs

Production duration / cargo-ready date

Inspection / transit / arrival basis

Schedule owner / last update

8 Buyer comparison: matching specification and scope

Measure	Supplier A	Supplier B	Supplier C
Product code / sample accepted			
Width x length / quantity			
Currency / delivery basis			
Material price per square metre			
Same-scope total / inclusions			
MOQ / production start event			
Cargo-ready date / evidence gaps			

Roll area (m2) = width (m) x length (m). Material price per m2 = roll price / roll area.
Keep freight and other charges outside this material-only unit-price calculation.

Buyer review / date / next action