

GLOBAL B2B GROUP · RFQ TEMPLATE · v1.0

Standard International RFQ Template

A bankable, buyer-first RFQ template for industrial procurement. Complete every section to secure comparable, financing-ready quotes.

Global B2B Group · Editorial Standards Board

Independent, buyer-first industrial procurement, sourcing and financing.

1. Buyer information

Buyer entity	
Registered address	
Project name	
Project reference / RFQ #	
Primary contact	
Email / WhatsApp	
Submission deadline (UTC)	
Award decision date	

2. Project overview

Site country / region	
Project stage	■ Concept ■ Feasibility ■ Design ■ Execution
Capacity / throughput	
Indicative budget range (USD)	
Preferred delivery window	

3. Technical scope

Scope of supply	(attach specification)
Applicable standards	(ISO / IEC / ASME / EN / API)
Site & utility conditions	
Interface responsibilities	
Spare parts & consumables	
Documentation & language	

4. Commercial terms

Incoterm (2020)	
Currency	
Payment terms	
Warranty period	
Performance bond	
Liquidated damages	
Cap on liability	
Governing law & venue	

5. Services required

Tick all that apply

- ☐ Design & engineering
- ☐ Manufacturing & FAT
- ☐ Packing, shipping & insurance
- ☐ Installation & commissioning (SAT)
- ☐ Training & handover
- ☐ Maintenance & spare parts contract
- ☐ Financing / vendor credit
- ☐ ECA-covered supply

6. Supplier response — commercial

Line	Description	Qty	Unit price	Total	Lead time
1					
2					
3					
4					
	Subtotal				
	Freight & insurance				
	Total (Incoterm above)				

7. Supplier information

Legal entity	
Country of manufacture	
Years in operation	
Certifications (ISO 9001, 14001, 45001, CE)	
3 comparable references (client / year / scope)	
Authorised signatory	
Signature & date	

8. Evaluation criteria (buyer)

Criterion	Weight
Technical compliance	30%
Total cost of ownership	25%
Delivery schedule	15%
Supplier track record	15%
Warranty & after-sales	10%
ESG & compliance	5%

Submit completed template to rfq@globalb2bgroup.com before the deadline. Late or incomplete submissions may be excluded from evaluation.