**[](https://www.smartsheet.com/try-it?trp=12103&utm_source=template-word&utm_medium=content&utm_campaign=IT+RFQ+Template-word-12103&lpa=IT+RFQ+Template+word+12103)Microsoft Word IT RFQ**

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| SECTION I: BUYER INFORMATION | | | | |
| **COMPANY NAME** | |  | **RFQ TITLE** | **RFQ ID** |
|  | | |  |  |
| **PROJECT  SUMMARY DESCRIPTION** |  | | | |
| **BUSINESS DESCRIPTION** |  | | | |
| **PRODUCT GOALS** |  | | | |
| **PROJECT LEAD & TITLE** | | | **PHONE** | **EMAIL** |
|  |  | |  |  |
| **INSTRUCTIONS  FOR SUBMITTING RESPONSE** |  | | | **DATE OF RFQ ISSUE** |
|  |
| **PROPOSAL DEADLINE** |
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| SECTION II: RFQ DOCUMENTS | |
| DETAILED SPECIFICATIONS | |
| **PRODUCT DETAILS** |  |
| **RELATED SOFTWARE, HARDWARE TECHNOLOGIES** |  |
| **PRODUCT  QUANTITY** |  |
| **DELIVERY REQUIREMENTS** |  |
| **SUPPORT REQUIREMENTS** |  |
| **TENDER FEE REQUIREMENTS** |  |

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| SELECTION CRITERIA | |
| **PREQUALIFICATION QUESTIONNAIRE** OPTIONAL |  |
| **OPEN OR CLOSED COMPETITION** |  |
| **SCORING CRITERIA**  OPTIONAL |  |
| TERMS AND CONDITIONS | |
| **LEGAL REQUIREMENTS** |  |
| **TERMS AND CONDITIONS** |  |
| **ASSUMPTIONS AND CONSTRAINTS** |  |
| **DISCLOSURE AGREEMENTS** |  |
| **PENALTIES AND INCENTIVES** |  |

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| INTEGRATION AND COMPATIBILITY | |
| **TITLE** |  |
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| DATA SECURITY STANDARDS | |
| **TITLE** |  |
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| INSTALLATION AND CONFIGURATION | |
| **TITLE** |  |
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| SECTION III: VENDOR RESPONSE | | | |
| **COMPANY NAME** | | **RFQ TITLE** | **RFQ ID** |
|  | |  |  |
| **PROJECT LEAD & TITLE** | | **PHONE** | **EMAIL** |
|  | |  |  |
| **DATE SUBMITTED** | | **PROPOSED START DATE** | **PROPOSED DATE OF COMPLETION** |
|  | |  |  |
| TECHNICAL DELIVERABLES | | | |
| **SOFTWARE OR HARDWARE DESCRIPTION** |  | | |
| **QUALITY ASSURANCE PROCESS** |  | | |
| PRICING TEMPLATE | | | |
| **PRICE PER UNIT** |  | | |
| **TOTAL PRODUCT PRICE** |  | | |
| TERMS AND CONDITIONS | | | |
| **FEES,  CHARGES, AND DISBURSEMENTS** |  | | |
| **SUBCONTRACTORS** |  | | |
| **SECURITY REQUIREMENTS** |  | | |
| **PAYMENT  SCHEDULE AND INCENTIVES** |  | | |

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