**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** |
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| **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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