

Sample RFQ Complete Standard Proposal Template

Company Logo

Agency/ Client Name
Request for Quotation (RFQ) Procurement
, Submitted, Date of Submission

Request No.

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1.0 Introduction

Agency is issuing this [insert Request for Quote (RFQ) or [Insert Sources Sought number] to identify qualified and responsible vendors who possess the experience and resources to provide [insert services or products requested] to the [insert agency or client name].

Vendor background summary including, contractor name, address, DUNS, point of contact information, email, phone and website address. The [insert agency or client name] is particularly interested in the business size and any socio-economic factors identified in The Federal Acquisition Regulation Section 19.5 Finally for GSA Schedule holders, please provide the applicable schedule number.

2.0 Previous Client Experience

Provide a list of previous contracts where federal and/or client services were provided. Provide customer/Government contact information where these services were provided including: contact name and organization, telephone number, and email address. Include a short synopsis of the contract scope.

3.0 Understanding of TASK

The [insert agency or client name] is the central organization for [insert services requested] in the [insert agency or client name]. The [insert agency or client name] is responsible for [insert responsibility of agency or client].

The contractor will use Standard Operating Procedures (SOPs) provided by [insert agency or client name] to provide [Service or product to be provided].

Applicable References, Guidance, and Standards

Add the applicable References, Guidance, Policy, and Standards

3.1 Task Assumptions

Deliverables	Description