

[Placeholder company/university logo]

CLOSING DATE Month, Date, Year

SUBMITTED BY Name
 Email Address
 Phone Number

 Mailing Address
 City, State, ZIP
 University/company website

Table of Contents

This list is subject to change based on the contents of your RFP.

Request for Proposal (RFP) Summary
Definitions/Acronyms
Submission Requirements, Dates and Checklist
RFP Questions
RFP Deadlines
General Terms and Conditions
RFP Point of Contact
Supplier Overview — RFP Questions
Pricing
References
Exhibit A: RFP
Exhibit B: Vendor/Supplier’s Response to the RFP

SAMPLE

RFP Purpose and Background

Request for Proposal (RFP) Summary

Statement of Intent

Generic Company/University would like to achieve the following objectives:

- Objective #1
- Objective #2
- Objective #3

Definitions/Acronyms

This section will include any relevant definitions or acronyms to the RFP.

Term

This section will include the terms of the award, including specific dates.

About Generic Company ABC

This section will serve as the introduction to your company or university. Please include:

- Number of employees in lab/research program/company
- Research areas of interest
- Goals and any plans for growth

Submission Requirements, Dates and Checklist

This is a typical list of submission requirements and dates, but please edit as needed.

Action	Deadline
RFP released	DATE
Clarifying questions must be submitted to Company/Organization Name	DATE
Response to questions	DATE
RFP due	DATE
Internal review and evaluation period	DATE
Demonstrations/presentations (if needed)	DATE
Vendor selection and notification period	DATE

Award	DATE
Transition/implementation	DATE

RFP Questions

If you need clarification before submitting your RFP, email your questions to NAME by DATE. Answers will be consolidated and released to all confirmed vendors by DATE.

RFP Deadlines

Your final proposal must be submitted to NAME by TIME on DAY, MONTH, YEAR. Bids received after this deadline will not be accepted unless a prior extension was granted.

Capabilities of Company/Services and Demonstration of Product Knowledge

Respondents may be asked to participate in presentations/demonstrations that include the following:

- Session hosted (in person or virtual) at university or corporate office.
- Demonstrate lab equipment knowledge and capabilities.

General Terms and Conditions

This section will outline the general terms and conditions of the RFP and award. Included below are common examples of conditions, but please feel free to modify the language based on your RFP.

- All expenses incurred in the preparation of the proposal are the responsibility of the vendor.
- The information contained in this Request for Proposal or acquired during the RFP process is confidential and shall not be communicated to any person or entity beyond what is required to prepare the RFP response. All confidential information remains the property of Generic Company/University and must be destroyed or returned to Generic Company/University upon request. All vendors are required to sign and return a Non-Disclosure/Confidentiality Agreement prior to receiving the RFP.
- All RFP responses shall be the property of Generic Company/University.
- Proposals and associated pricing shall be valid for XXX days after the submission deadline.
- A response will not be accepted unless it is in the requested format.
- All proposals must be submitted electronically in a version of Microsoft Word and/or Excel.

RFP Point of Contact

Your point of contact is:

Name
Position
Company name
Address
City, State, Zip
Email address
Phone

Please send questions regarding the RFP and the final RFP submission via email to [NAME] at name@emailaddress.com by [DUE DATE]. Responses to all submitted questions will be shared by all participating vendors. Questions should not be directed to other staff, and failure to comply with this requirement may result in disqualification.

Exhibit A Request for Proposal (RFP)

Examples of items/questions typically included:

- **Product specifications.** List and describe the different models, model lines, product specifications and dimensions.
- **Differentiating factors.** What differentiates your products from your competitors?
- **Warranties.** Please describe your warranty policies (what is/isn't included) and specify if any policies go above and beyond a typical warranty.
- **Product reliability and predicted lifespan of a product.** How long does each model typically last? Please provide an explanation of your estimate. Please explain the reliability of your products. How long have they been on the market? How has technology improved?

These exhibits (or attachments) provide the vendor with additional information about your request for proposal. Additional examples include:

- Vendor response forms
- Financial proposals
- Reference forms
- Agreements
- Vendor questionnaire
- Bid pricing sheet instructions
- Evaluation criteria

Exhibit B Vendor/Supplier's Response to the RFP

Company Information

- Describe your company's experience with providing lab equipment, including number of years in the business and any relevant experience.

- Please describe the leadership of your company and their experience.
- What differentiates you from other lab equipment providers?

Products

- A vendor lists products they are bidding. This includes model number, manufacturer, specs that meet the RFP. It might also be important to include specs in the RFP that they don't meet.

Guidelines & Standards

- This is where the vendor will list and acknowledge the certifications, regulations, and standards they and their products meet.

Bulk Ordering

- Do you offer a discount for buying in bulk? If so, please specify.

Timeline & Delivery

- What kind of delivery options does your company offer?
- What is the estimated timeline of delivery after an order has been placed?

Setup & Training

- Who is responsible for the setup of the equipment?
- Do you offer training to employees and lab technicians? If so, what does the training involve, what is the time commitment and is there a cost?

Warranty/Preventive Maintenance Programs

- Do you offer maintenance options?
- Can your company help coordinate service contracts and procure a preventive maintenance plan?
- What are the warranty policies on your equipment? If they differ depending on type or model, please specify.
- Are extended warranties available?

Pricing

Please fill out the attached pricing template and include it with your response.

References

List three (3) references of current clients that are similar in size and scope. Please include the company/university name, primary contact, phone number and email address.