

# RFQ CHECKLIST

## TITLE

## DATE

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### TIMING

Dates and estimates

RFQ Date  
Quote/Bid Due Date  
Site Inspection/Facility Tour

Expected Decision/Award Date  
Anticipated Ramp-up Period  
Desired Production Start Date

### COMPANY

Your information

Business Name  
Address  
Primary Contact  
Departmental Contacts

Website  
Main Number  
Direct Numbers  
Email Addresses

### SUPPLIER

Their information

Contact Information  
Primary Contact  
Capabilities  
Equipment/Infrastructure  
Systems/IT  
Operations/Procedures  
Certifications  
Registrations  
Staff Training

Background/Brochure/Supplier Survey  
Departmental Contacts  
Capacity  
Facilities/Locations  
Delivery Performance  
Quality  
CAGE Code  
DUNS Code  
Industry Experience

### QUOTE

These should be referenced

DFM Study & Report  
Mold Design  
Lead Times/Schedule  
Payment Terms  
Shipping/INCO Terms

Mold Qualification Process  
Mold Qualification Samples  
Process Validation  
First Article Samples  
Prototyping/R&D (if needed)

### DOCUMENTATION

What you should give them

Drawings/Prints  
Unique Company Requirements  
Company Forms  
Program/Project Summary

3D Solid Model CAD Files  
Governing Regulatory Standards  
Industry Regulations (as applicable)  
Non-disclosure Agreement (if needed)

### PARTS

For each individual item

Part Name  
Part Number  
Description/Application/Usage  
Photo/Rendering  
Assembly Info/Docs

Drawing Number  
Drawing Revision  
Mass/Weight  
Sample (if available)  
Design Questions (if any)

### MATERIAL

Requirements or recommendations

Plastic Type/Family  
Brand  
Grade  
Additives  
Surface Finish  
Texture  
Source  
Other

Performance Characteristics  
Regrind % Allowed  
Color (Pantone Number)  
Certificates Required? (Lot Traceability)  
Equivalent Allowed (or not)  
Material Data Sheet  
Contract Pricing Availability  
Interest in Bioplastics?

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**MOLDS**

If being built

Mold Builder	Warranties/Guarantees
Classification (Class 105 to 101)	Estimated Life/Number of Cycles
Number of Cavities	Side Action/Slides
Materials (Base, Cavities, Cores, etc.)	Injection Type & Gate Location
Water Lines/Temperature Control	Ejection Method & Locations
Dimensions (LWH)	Hot Runner Controller (if applicable)
Storage Conditions	Preventative Maintenance
3D CAD File/Documentation	Mold Qualification
Sampling Plan	Process Validation
Cycle Counter	Mold Labeling/Identification
Runner Shutoffs (for family molds)	Steel Safe (if necessary)
Build Lead Time	Tariffs/Customs Fees (if from overseas)
Progress Reports (during build)	Certification

**TOOLING**

For existing molds

Mold Type (e.g., two-plate)	Dimensions (LWH)
Number of Cavities	Side Action/Slides
Family Information (if applicable)	Estimated Cycles Run
Runner Type	Year Built & Builder
Cold Runner Weight	Photos (mold open and closed)
Gate Type	Video of mold running (full cycle)
3D CAD File	Misc. (e.g., interchangeable inserts)

**PRODUCTION**

For new or existing molds

Order Fulfillment Lead Time	Ordering Procedure
Estimated Annual Usage (EAU)	Minimum Order Quantity (MOQ)
Expected Ordering Habits	Quote Quantities Requested
Inventory Management	Recommended Efficiencies

**MOLD TRANSFERS**

If molds exist and are being relocated

Full Auto or Semi Auto	Machine/Press Size Used (tonnage)
Operator %	Cycle Time
Processing Data	Material Availability (from prior molder)

**QUALITY**

Requirements and specifications

Allowable Tolerances	Critical Dimensions
Governing Standards	Inspection Requirements
Conformance Requirements	Inspection Plan
5F: Form, Fit, Function, Feel, Finish	Quality Assurance
Part Approval/Qualification Process	Quality Control Plan
Corrective Action	Resources/Equipment

**SECONDARY OPERATIONS**

What is the cost, and who will perform?

Decoration	Overmolding
Machining	Insert Molding
Assembly	Ultrasonic Welding
Bonding	Part Identification
Adhesives/Inserts	Other

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### PACKAGING

Guidelines and requirements

Bulk	Bagged
Box Size	Bag Size
Units Per Box	Units Per Bag
Pallet Size	Labeling & Barcoding
Boxes Per Pallet	Instructions

### PRICING

What is the cost, and what is included?

Mold Fabrication	Parts
Target Part Price	Discount Pricing Tiers
Ancillary Items (e.g., inserts)	Setup Fees
Secondary Operations	Changeover Fees
Outsourcing	Handling Fees
Fixtures	Delivery Fees
Labor Rates	Payment Processing Fees
Mold Repairs & Maintenance	Admin Fees
Mold Storage	Other Fees

### SUPPORT

What is provided, and what is the cost?

Customer Service	Open Hours
Technical/Engineering Support	Problem Solving & Troubleshooting

### MISCELLANEOUS

Anything else?

Bill of Materials	Customer-supplied Items
PPAP Level (if applicable)	Notes/Questions
Contingencies	Delivery Availability
3D Printing/Prototyping	Sustainability Policy

### NOTES

Stay organized!

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The items contained in this **RFQ CHECKLIST** are listed only as possible data and documentation to submit to the supplier or to request from them. It will be necessary to customize your request for a quotation to meet your specific needs, preferences and circumstances.

IT IS OUR ATTITUDE  
AT THE BEGINNING  
OF A DIFFICULT TASK  
WHICH, MORE THAN  
ANYTHING ELSE,  
WILL AFFECT ITS  
SUCCESSFUL OUTCOME.  
- WILLIAM JAMES

Precision provides services, resources and guidance  
to help people get the most out of their plastic injection molding.