

THESE ARE ONLY
CONSIDERATIONS
> MODIFY AS
NECESSARY

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 info	Business Name Address Primary Contact Departmental Contacts	Website Main Number Direct Numbers Email Addresses
SUPPLIER / Their info	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 / What should be included?	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	Family Brand Performance Characteristics Additives Surface Finish Equivalent Allowed (or not) Source	Grade Regrind % Allowed Color (Pantone Number) Certificates Required Texture Material Data Sheet Contract Pricing Availability



THESE ARE ONLY
CONSIDERATIONS
>MODIFY AS
NECESSARY

MOLDS

/ Being built

Mold Builder	Warranties/Guarantees
Classification (Class 105 to 101)	Lifetime/Number of Cycles
Number of Cavities	Side Action/Slides
Materials (Base, Cavities, Cores, etc.)	Injection Type & Gate Location
Water Lines/Temperature Control	Ejection Method & Location
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



THESE ARE ONLY
CONSIDERATIONS
>MODIFY AS
NECESSARY

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	Sustainability Policy

NOTES

/ Stay organized!

01

NOTE

The items contained within this RFQ CHECKLIST are listed only as possible elements to submit to the supplier or to request from them. It will be necessary to customize your request for quote to meet your specific needs.

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

PMP provides services, resources and guidance to help people get the most out of their plastic injection molding.
HOW CAN WE SERVE YOU?

