

RFQ CHECKLIST

TITLE

DATE

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?

RFQ CHECKLIST

TITLE

DATE

MOLDS

If being built

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

TOOLING

For existing molds

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

PRODUCTION

For new or existing molds

- | | |
|---|---|
| <input type="checkbox"/> Order Fulfillment Lead Time | <input type="checkbox"/> Ordering Procedure |
| <input type="checkbox"/> Estimated Annual Usage (EAU) | <input type="checkbox"/> Minimum Order Quantity (MOQ) |
| <input type="checkbox"/> Expected Ordering Habits | <input type="checkbox"/> Quote Quantities Requested |
| <input type="checkbox"/> Inventory Management | <input type="checkbox"/> Recommended Efficiencies |

MOLD TRANSFERS

If molds exist and are being relocated

- | | |
|---|--|
| <input type="checkbox"/> Full Auto or Semi Auto | <input type="checkbox"/> Machine/Press Size Used (tonnage) |
| <input type="checkbox"/> Operator % | <input type="checkbox"/> Cycle Time |
| <input type="checkbox"/> Processing Data | <input type="checkbox"/> Material Availability (from prior molder) |

QUALITY

Requirements and specifications

- | | |
|--|--|
| <input type="checkbox"/> Allowable Tolerances | <input type="checkbox"/> Critical Dimensions |
| <input type="checkbox"/> Governing Standards | <input type="checkbox"/> Inspection Requirements |
| <input type="checkbox"/> Conformance Requirements | <input type="checkbox"/> Inspection Plan |
| <input type="checkbox"/> 5F: Form, Fit, Function, Feel, Finish | <input type="checkbox"/> Quality Assurance |
| <input type="checkbox"/> Part Approval/Qualification Process | <input type="checkbox"/> Quality Control Plan |
| <input type="checkbox"/> Corrective Action | <input type="checkbox"/> Resources/Equipment |

SECONDARY OPERATIONS

What is the cost, and who will perform?

- | | |
|--|--|
| <input type="checkbox"/> Decoration | <input type="checkbox"/> Overmolding |
| <input type="checkbox"/> Machining | <input type="checkbox"/> Insert Molding |
| <input type="checkbox"/> Assembly | <input type="checkbox"/> Ultrasonic Welding |
| <input type="checkbox"/> Bonding | <input type="checkbox"/> Part Identification |
| <input type="checkbox"/> Adhesives/Inserts | <input type="checkbox"/> Other |

RFQ CHECKLIST

TITLE

DATE

PACKAGING

Guidelines and requirements

- | | |
|---|---|
| <input type="checkbox"/> Bulk | <input type="checkbox"/> Bagged |
| <input type="checkbox"/> Box Size | <input type="checkbox"/> Bag Size |
| <input type="checkbox"/> Units Per Box | <input type="checkbox"/> Units Per Bag |
| <input type="checkbox"/> Pallet Size | <input type="checkbox"/> Labeling & Barcoding |
| <input type="checkbox"/> Boxes Per Pallet | <input type="checkbox"/> Instructions |

PRICING

What is the cost, and what is included?

- | | |
|--|--|
| <input type="checkbox"/> Mold Fabrication | <input type="checkbox"/> Parts |
| <input type="checkbox"/> Target Part Price | <input type="checkbox"/> Discount Pricing Tiers |
| <input type="checkbox"/> Ancillary Items (e.g., inserts) | <input type="checkbox"/> Setup Fees |
| <input type="checkbox"/> Secondary Operations | <input type="checkbox"/> Changeover Fees |
| <input type="checkbox"/> Outsourcing | <input type="checkbox"/> Handling Fees |
| <input type="checkbox"/> Fixtures | <input type="checkbox"/> Delivery Fees |
| <input type="checkbox"/> Labor Rates | <input type="checkbox"/> Payment Processing Fees |
| <input type="checkbox"/> Mold Repairs & Maintenance | <input type="checkbox"/> Admin Fees |
| <input type="checkbox"/> Mold Storage | <input type="checkbox"/> Other Fees |

SUPPORT

What is provided, and what is the cost?

- | | |
|--|--|
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Open Hours |
| <input type="checkbox"/> Technical/Engineering Support | <input type="checkbox"/> Problem Solving & Troubleshooting |

MISCELLANEOUS

Anything else?

- | | |
|---|--|
| <input type="checkbox"/> Bill of Materials | <input type="checkbox"/> Customer-supplied Items |
| <input type="checkbox"/> PPAP Level (if applicable) | <input type="checkbox"/> Notes/Questions |
| <input type="checkbox"/> Contingencies | <input type="checkbox"/> Delivery Availability |
| <input type="checkbox"/> 3D Printing/Prototyping | <input type="checkbox"/> Sustainability Policy |

NOTES

Stay organized!

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.