[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: Enquiry to collaborate**

Dear [CLIENT NAME]

Our company is looking to grow and, to further our business, we have been looking for [PRODUCT/SERVICE]. We understand that your company is one of few that provides such a product and so have determined that your company, along with a few others, would be beneficial for our company.

We are looking to collaborate with you and therefore request that you offer us an estimate for [PRODUCT/SERVICE], including other documentation essential to our collaboration.

The details of this endeavour are described in the enclosed

Request for Proposal for [PRODUCT/SERVICE NAME], and dated [DATE].

Thank you for your efforts in providing this proposal.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]

**[YOUR COMPANY NAME]**

**Request for Proposal**

**For**

**[PRODUCT/SERVICE]**

**[YOUR COMPANY DEPARTMENT THAT IS IMPLICATED]**

[DATE]

**I. BACKGROUND**

[PRODUCT/SERVICE NAME]

OBJECTIVES OF [PRODUCT/SERVICE NAME]

**II. SCOPE OF WORK**

Documents Relating to Scope of Work

Work to be performed

Installation Work – General Instructions

Acceptance Testing

**III.programmeMANAGEMENT**

Direction

Schedule

**IV. PROPOSAL PROCESS AND SCHEDULE**

**V. PROPOSAL EVALUATION CRITERIA**

**VI. REQUIREMENTS AND FORMAT OF THE PROPOSAL**

Part 1 – Letter of Transmittal

Part 2 – Understand the Scope of Work

Part 3 – Proposed Work Schedule and Plan

Part 4 – Estimated Cost to [YOUR COMPANY NAME]

Part 5 – Proposed Project Team

Part 6 – Relevant Experience with Client References

**VII. LIMITATIONS**

**VIII. PUBLIC RECORDS REQUIREMENTS**

**IX. ADDENDA**

ANNEXURE A: [HEADING]

ANNEXURE B: [HEADING]

ANNEXURE C: [HEADING]

**I. BACKGROUND**

**[NAME OF PRODUCT/SERVICE]**

[YOUR COMPANY DIVISION] intends to use [IDENTIFY PRODUCT/SERVICE] in order to [SPECIFY]. Contractors should propose [PRODUCTS/SERVICES] that are [SPECIFY FEATURES OR TECHNICAL REQUIREMENTS].

**Objectives for [NAME OF PRODUCT/SERVICE] Work**

The objectives to be achieved by the consultants in this Project are as follows:

* [BRIEF DEFINITION OF OBJECTIVES]

These and other work-related requirements are more fully delineated in Section II, Scope of Work.

**II. SCOPE OF WORK**

**[PRODUCT/SERVICE] SPECIFICATIONS/REQUIREMENTS**

The [PRODUCT/SERVICE] should provide [REQUIRED SPECIFICATIONS OR REQUIREMENTS].

The [PRODUCT/SERVICE] should perform the following functions/possess the following qualities :

* [DETAIL REQUIREMENTS]

**WORK TO BE CARRIED OUT**

The Contractor’s Scope of Work for this project includes the following [SPECIFY NUMBER] elements:

1. [SPECIFY ELEMENTS OF WORK TO BE CARRIED OUT]

**Installation Work – General Instructions**

All work shall be done at such times as [YOUR COMPANY NAME] shall deem appropriate. The day-to-day work schedule will be coordinated by [COMPANY DEPARTMENT]. Work shall not begin in any area without approval by or specific notification of, [PERSON’S NAME],

**Acceptance Testing**

The Contractor shall provide a description of acceptance testing procedures and a recommended plan and schedule. The final provisions and procedures will be agreed upon with [YOUR COMPANY NAME] before acceptance testing.

The Contractor shall provide the resources necessary to conduct acceptance testing to verify proper operation before final acceptance by [YOUR COMPANY NAME].

All test results shall be documented, and submitted to [YOUR COMPANY NAME] for review by the Contractor. The Contractor shall notify [YOUR COMPANY NAME] upon successful completion of acceptance testing.

**III. PROGRAMME MANAGEMENT**

**Direction**

The [PRODUCT/SERVICE NAME] Project shall be managed by the [SPECIFY] department of [YOUR COMPANY NAME].

It is expected that informal weekly progress and facilitation meetings will be held with the Contractor and that a formal concise written progress report will be required from the Contractor on a no more frequent than weekly basis in a format determined by [YOUR COMPANY NAME].

**Schedule**

[YOUR COMPANY NAME] intends to have work commence on [DATE] and have this work completed as soon as professionally possible, no later than [DATE].

**IV. PROPOSAL PROCESS AND SCHEDULE**

The schedule for selecting a contractor for this Project is as follows:

RFP transmitted to prospective bidders: [DATE]

Proposal due: [DATE]

Interviews with selected finalists: [DATE]

Questions of a technical nature or procedural nature should be directed to:

[NAME, TITLE]

[DEPARTMENT]

[YOUR COMPLETE ADDRESS]

Envelopes containing an original and [SPECIFY NUMBER] copies of the proposal must be sealed and clearly marked in large letters “PROPOSAL FOR [PRODUCT/SERVICE NAME]”. All proposals must be received prior to [TIME] on [DATE] by:

[NAME]

[DEPARTMENT]

[YOUR COMPLETE ADDRESS]

**V. PROPOSAL EVALUATION CRITERIA**

[YOUR COMPANY NAME] will evaluate proposals and select a contractor based on a combination of the following factors:

* Qualifications and relevant experience of the companies proposed a project management team.
* Qualifications and relevant experience of the companies proposed staff.
* The firm’s track record of successful completion of assignments similar to this request.
* Quality of references from similar work completed recently.
* Understanding the issues facing [YOUR COMPANY NAME] and addressed in implementing this product/service, and the quality of the proposed Work Plan.
* The extent to which the proposed solution matches the needs of [YOUR COMPANY NAME].
* Quality of the proposed plan for testing and acceptance of the implemented infrastructure.
* Quality of the contractor’s approach to knowledge transfer.
* Reasonableness of cost of labour rates and products and associated services requested.

**VI. REQUIREMENTS AND FORMAT OF THE PROPOSAL**

Contractors responding to this RFP (Request For Proposal) shall submit their proposals, organised and presented as outlined below.

Accuracy and completeness are essential. Since the successful proposal will be bound into the contract, contractors are cautioned not to make claims or statements to which they are not prepared to commit contractually.

**Part 1 – Letter of Transmittal**

Part 1 of the Proposal must consist of a letter of transmittal signed by an individual authorised to bind the Contractor contractually. It shall:

* Concisely identify the services offered in the proposal.
* State that the proposal will remain in effect for a period of [NUMBER] calendar days after the deadline for submission of proposals.
* Include the name, title, address, contact number and email address of one or more contact individuals.
* Include the name, title, address, contact number and email address of one or more individuals who are authorised to sign a contract.

**Part 2 – Understanding of the Scope of Work**

In this section, the Contractor shall provide a concise presentation of its understanding of the major issues facing [YOUR COMPANY NAME] and of the elements required in implementing the scope of work described above. The contractor should notify [YOUR COMPANY NAME] of potential difficulties that might arise in implementing the work, and of major managerial or operational decisions that will have to be made during the term of the contract.

**Part 3 – Proposed Work Plan and Schedule**

In this section of the proposal, the Contractor will describe the approach and tasks to be undertaken in order to successfully complete the requested work. Issues raised in Section VI, Part 2, shall be addressed, particularly concerning how they will be managed and organised. A proposed schedule by the task is to be included.

**Part 4 – Estimated Cost to [YOUR COMPANY NAME]**

In this section, the Contractor shall provide detailed cost estimates for labor, equipment and materials, hardware/software, and all other expenses related to the Scope of Work.

Labour hours should be identified by the type of labour and hourly rates, broken down by tasks described in the Work Plan. Other expenses are to be broken down in a similar fashion (when possible), by tasks described in Work Plan.

Please provide adequate details of how cost estimates and totals were calculated.

**Part 5 – Proposed Project Team**

In this section, staff members that will be assigned to Project should be identified, as well as their title, labour category and roles in carrying out the proposed Work Plan. This section should highlight why the Contractor feels that the selected team members are ideally suited for this Project. Team member biographies (detailing relevant experience and qualifications) must be provided, as well as biographies of any alternative member if any.

**Part 6 – Relevant Experience and Client References**

In this section, a description of relevant work experience is to be provided, detailing the timeframe over which services were provided to specific clients. Contractors should provide a minimum of [NUMBER] references and indicate the name of the company, contact person, address, telephone number and role of the contact person *in re*lation to the services provided. Information of relevance to the Scope of Work should be presented to allow [YOUR COMPANY NAME] to assess the Contractor’s experience.

**VII. LIMITATIONS**

[YOUR COMPANY NAME] reserves the unqualified right to waive defects in any proposal, to choose or accept or reject any or all proposals submitted in response to this RFP for any reason whatsoever without explanation or justification, to select any firm as the party with whom it would be willing to enter into an agreement regardless of whether such party shall have submitted a proposal pursuant to this RFP at any time including the deletion, addition, modification or other changes thereto, and to make any decision in any manner as [YOUR COMPANY NAME] may choose in its sole discretion in the determination of its own interests and irrespective of the position of any interested party that in [YOUR COMPANY NAME]’s determination is unreasonable, unfair, arbitrary, discriminatory or capricious.

[YOUR COMPANY NAME] may consult references familiar with Contractor, regarding prior projects, management, financial resources, reputation or otherwise. Submission of a proposal in response to this RFP shall constitute permission for [YOUR COMPANY NAME] to make such inquiries and authorisation to third parties to respond thereto.

[YOUR COMPANY NAME] makes no representations, warranties or guarantees that the information contained herein is accurate, complete or timely. Provision of such information by [YOUR COMPANY NAME] shall not create, nor be deemed to create any obligation or liability upon it for any reason whatsoever. Each company by expressing its interest and submitting its proposal agrees that it has not relied upon prior information and that it shall not hold [YOUR COMPANY NAME] liable or responsible therefore in any manner whatsoever.

**VIII. PUBLIC RECORDS REQUIREMENTS**

[YOUR COMPANY NAME] shall seek to hold all proposals and subsequent submissions in confidence, to the extent consistent with applicable law, until a final decision has been made or the selection processes are terminated. Respondents are advised, however, that pursuant to [LAW], all materials received by [YOUR COMPANY NAME] which fall within the definition of “public record” as set forth in [LAW], shall be disclosed by [YOUR COMPANY NAME] upon request.

**IX. ADDENDA**

All interpretations of RFP specifications, supplemental instructions and responses to individual questions will be in the form of written Addenda to these proposal documents which, if issued, will be emailed, delivered or sent via post to all prospective contractors.

**ANNEXURE A**

**[SPECIFY TITLE]**

**ANNEXURE B**

**[SPECIFY TITLE]**

**ANNEXURE C**

**[SPECIFY TITLE]**