BUYER ISSUE PACK

Construction Material RFQ Template

An editable request for comparable import quotations across product, commercial, packing, route, evidence, and supplier-exception fields.

Buyer issue field	Buyer-controlled value	Supplier response field	Supplier-controlled value
RFQ reference	[Buyer to complete]	Supplier quotation ref.	[Supplier to complete]
RFQ revision	[Buyer to complete]	Supplier quotation revision	[Supplier to complete]
Issue date	[Buyer to complete]	Response date	[Supplier to complete]
Response deadline	[Buyer to complete]	Supplier legal entity	[Supplier to complete]
Buyer legal entity	[Buyer to complete]	Manufacturing site	[Supplier to complete]
Buyer contact	[Buyer to complete]	Authorised contact	[Supplier to complete]
Final delivery address	[Buyer to complete]	Factory / dispatch point	[Supplier to complete]
Required delivery window	[Buyer to complete]	Quotation validity	[Supplier to complete]

How to issue this RFQ

1. Freeze the buyer basis: complete the product, revision, quantity, destination, acceptance, and delivery-window fields before issue.
2. Issue the same revision and attachments to every candidate, with one response deadline and clarification channel.
3. Require a stated value, “included,” “excluded,” or “not applicable” in every material field; do not treat a blank as agreement.
4. Normalize supplier responses in the companion Excel workbook before ranking price, delivered cost, evidence readiness, or execution risk.

Use boundary
This template creates a comparable decision record. It does not verify a supplier or provide customs classification, tax, legal, conformity, packing-design, carrier, payment-protection, or shipment approval. Confirm the actual product, destination, route, contract, and professional-review requirements before award.

1. Buyer context and product basis

Buyer controls the issue basis. Supplier responses should cite the exact drawing, specification, sample, test record, declaration, or attachment used.

ID	Section	Controlled requirement	Buyer requirement	Supplier response / evidence
01	Buyer context	RFQ reference and revision Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
02	Buyer context	Buyer legal entity and contact Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
03	Buyer context	Final delivery address and country Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
04	Buyer context	Required delivery window Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
05	Product	Controlled product description Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
06	Product	Drawing or specification revision Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
07	Product	Intended use Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
08	Product	Material grade alloy or composition Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
09	Product	Dimensions and critical tolerances Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
10	Product	Finish colour texture and acceptance sample Required: If applicable	[Buyer to complete]	[Supplier response / evidence reference]
11	Product	Testing inspection and acceptance criteria Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
12	Product	Required labels instructions and languages Required: If applicable	[Buyer to complete]	[Supplier response / evidence reference]

2. Quantity, tooling, and commercial scope

State the pricing unit, quantity basis, Incoterms® rule version, exact named port or place, and every material inclusion or exclusion.

ID	Section	Controlled requirement	Buyer requirement	Supplier response / evidence
13	Quantity	Order quantity and unit of measure Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
14	Quantity	Quantity breaks to quote Required: If applicable	[Buyer to complete]	[Supplier response / evidence reference]
15	Quantity	Minimum order quantity Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
16	Tooling	Tooling or die cost Required: If applicable	[Buyer to complete]	[Supplier response / evidence reference]
17	Tooling	Ownership correction storage and transfer terms Required: If applicable	[Buyer to complete]	[Supplier response / evidence reference]
18	Commercial	Quotation currency Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
19	Commercial	Unit price and pricing unit Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
20	Commercial	Incoterm rule version and named place Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
21	Commercial	Quotation validity Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
22	Commercial	Payment terms and deposit trigger Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
23	Commercial	Warranty and claims process Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
24	Commercial	Explicit inclusions and exclusions Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]

3. Production, packing, and dispatch

Weights, dimensions, package counts, loading assumptions, lead times, and ready dates are evidence inputs—not placeholders for a later freight estimate.

ID	Section	Controlled requirement	Buyer requirement	Supplier response / evidence
25	Production	Sample or approval lead time Required: If applicable	[Buyer to complete]	[Supplier response / evidence reference]
26	Production	Tooling lead time Required: If applicable	[Buyer to complete]	[Supplier response / evidence reference]
27	Production	Production lead time after approval Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
28	Production	Monthly or weekly available capacity Required: If material	[Buyer to complete]	[Supplier response / evidence reference]
29	Packing	Package type and protection method Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
30	Packing	Package count Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
31	Packing	Net and gross weight by package and total Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
32	Packing	External dimensions by package Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
33	Packing	Loading pattern and equipment assumption Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
34	Packing	Stacking moisture fragility and handling limits Required: If applicable	[Buyer to complete]	[Supplier response / evidence reference]
35	Dispatch	Factory and dispatch location Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
36	Dispatch	Earliest ready date Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
37	Dispatch	Export handling included Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]

4. Documents and supplier confirmation

Document applicability depends on the exact product, use, destination, importer role, customs line, and contract. Record non-applicability with a reason and owner.

ID	Section	Controlled requirement	Buyer requirement	Supplier response / evidence
38	Documents	Commercial invoice draft available Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
39	Documents	Packing list draft available Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
40	Documents	Origin country and supporting evidence Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
41	Documents	Applicable declarations certificates and test records Required: If applicable	[Buyer to complete]	[Supplier response / evidence reference]
42	Documents	Technical file labels and instructions Required: If applicable	[Buyer to complete]	[Supplier response / evidence reference]
43	Documents	Buyer-specific document requirements Required: If applicable	[Buyer to complete]	[Supplier response / evidence reference]
44	Confirmation	Supplier exceptions and open questions Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]
45	Confirmation	Name title and date of authorised response Required: Yes	[Buyer to complete]	[Supplier response / evidence reference]

Response rule

Return this RFQ with the same reference and revision. List every proposed substitution, exclusion, assumption, and unresolved point in the deviations log; supplier silence is not buyer acceptance.

5. Supplier quotation schedule

Complete every line on the same scope used in the controlled-requirements pages. Add product lines or quantity breaks as needed; do not overwrite the buyer basis.

Quotation field	Supplier response	Evidence / calculation reference
Quoted product and revision	[Supplier to complete]	[Drawing / specification / offer line]
Quotation currency	[Supplier to complete]	[Currency]
Pricing unit	[Supplier to complete]	[kg / m / m² / piece / set / other]
Order quantity and unit	[Supplier to complete]	[Quantity basis]
Unit price	[Supplier to complete]	[Offer line]
Minimum order / quantity breaks	[Supplier to complete]	[Offer line]
Tooling / die / mould cost	[Supplier to complete]	[Scope and ownership terms]
Sample / first-article cost	[Supplier to complete]	[Approval basis]
Incoterms® rule and version	[Supplier to complete]	[Rule, e.g. Incoterms® 2020]
Exact named port or place	[Supplier to complete]	[Address / terminal / port]
Charges included in quoted price	[Supplier to complete]	[Itemised scope]
Charges billed outside quoted price	[Supplier to complete]	[Itemised amount / payer / basis]
Production lead time	[Supplier to complete]	[Trigger and calendar basis]
Earliest ready date	[Supplier to complete]	[Date and conditions]
Package count / total gross weight	[Supplier to complete]	[Packing list / packing drawing]
Package external dimensions	[Supplier to complete]	[Per package / loading plan]
Quotation validity	[Supplier to complete]	[Expiry date]
Payment terms and deposit trigger	[Supplier to complete]	[Offer / contract clause]
Warranty and claims route	[Supplier to complete]	[Process and time limits]

6. Deviations, clarifications, and authorization

Record one issue per row. A supplier proposal remains unresolved until the buyer records the decision, owner, evidence, and next action.

Issue ID	RFQ field / attachment	Supplier deviation or question	Buyer decision / owner / next action
DEV-01	[Reference]	[Supplier to complete]	[Buyer to complete]
DEV-02	[Reference]	[Supplier to complete]	[Buyer to complete]
DEV-03	[Reference]	[Supplier to complete]	[Buyer to complete]
DEV-04	[Reference]	[Supplier to complete]	[Buyer to complete]
DEV-05	[Reference]	[Supplier to complete]	[Buyer to complete]
DEV-06	[Reference]	[Supplier to complete]	[Buyer to complete]
DEV-07	[Reference]	[Supplier to complete]	[Buyer to complete]
DEV-08	[Reference]	[Supplier to complete]	[Buyer to complete]

Supplier authorization

Confirmation	Authorized supplier response
Legal entity	[Supplier to complete]
Authorized name and title	[Supplier to complete]
Email / telephone	[Supplier to complete]
Signature	[Supplier to complete]
Date	[Supplier to complete]
RFQ and response revision confirmed	[Supplier to complete]

Buyer evaluation handoff

Copy normalized values into the companion Excel workbook. Preserve this issued RFQ, the supplier response, clarification trail, and evidence references as separate controlled records.

Canonical and companion files
Canonical page: https://landedspec.com/templates/construction-material-rfq/ **Lightweight CSV: https://landedspec.com/resources/construction-material-rfq-template.csv** **Comparison workbook: https://landedspec.com/resources/construction-material-rfq-template.xlsx** **Reviewed: 19 July 2026**