Structured RFQ Completeness Checklist

PURPOSE

Test whether an RFQ can produce technically valid, commercially comparable supplier responses before outreach begins.

HOW TO SCORE

Score every criterion 0 = missing, 1 = partial or claimed, 2 = complete and supported by current, scope-matched evidence. Record the evidence, owner, and review date.

61-72: Issue-ready after named approval.

45-60: Conditional - close critical gaps first.

0-44: Hold - likely to create unusable comparisons.

CONTROL NOTE

A high total never overrides a failed legal-entity, safety, regulatory, sanctions, technical-feasibility, or destination-market gate. Validate project-specific requirements with qualified specialists.

Requirement and configuration control

01 **Scope is unambiguous.** HARD GATE

02 **Controlled drawings, specifications, BOM, or process descriptions are** attached.

03 **Fixed requirements are separated from preferences.**

04 **Quantity covers prototype, pilot, annual, and peak demand.**

05 **Variant and substitution rules are defined.**

06 **Buyer, engineering, quality, and commercial approvers are named.**

Technical and process definition

01 **Material grade, equivalents, traceability, and restricted substances are** stated. HARD GATE

02 **Tolerances, finish, performance, and process limits are measurable.**

03 **Environment, utilities, interfaces, controls, and site constraints are** described.

04 **Tooling, fixtures, software, data, and IP ownership are explicit.**

05 **Sample approval and change control are defined.**

06 **Deviations use a controlled response format.**

Quality, validation, and acceptance

01	**Acceptance criteria and acceptance authority are explicit.**	HARD GATE
02	**Inspection methods, gauges, records, and retention are stated.**	
03	**FAI, PPAP, FAT, SAT, validation, or sample needs are selected.**	
04	**Certificates and reports include entity, site, and product scope.**	
05	**Nonconformance, CAPA, warranty, and failure responsibilities are** defined.	
06	**Provenance, counterfeit, cyber/OT, or source controls are included where** warranted.	

Commercial normalization

01	**Currency, validity, payment, and duty assumptions are stated.**	HARD GATE
02	**Quote separates unit, tooling, NRE, test, packaging, freight,** installation, training, and spares.	
03	**MOQ, breaks, capacity, and lead time use one format.**	
04	**Assumptions, exclusions, deviations, and questions are separate.**	
05	**Award timing, forecast status, and change terms are disclosed.**	
06	**Total-cost fields and weights are fixed before review.**	

Logistics, trade, and lifecycle

01 **Ship-to and Incoterms rule, version, and named place are explicit.** HARD GATE

02 **Packaging, labeling, preservation, dangerous goods, and delivery needs** are stated.

03 **Import/export, HS classification, origin, and document owners are** assigned.

04 **Lead time separates production, validation, export, transit, and** commissioning.

05 **Training, warranty, spares, and service geography are scoped.**

06 **Continuity, alternate capacity, end-of-life, and recovery are requested.**

Release gate

01 **Owner approves revision and distribution.**

02 **Critical-zero count equals zero.**

03 **Every gap has evidence, owner, due date, and impact.**

04 **Question deadline and addendum process are scheduled.**

05 **Scoring weights are pre-approved.**

06 **Package is archived with RFQ ID and release date.**

SOURCE NOTES

1. ISO/IAF Auditing Practices Group, External Providers.
2. ICC, Incoterms 2020 responsibility framework.
3. U.S. ITA, Common Export Documents.