

Logistics / Transportation RFI Response Template

Use this template to respond clearly to an RFI on logistics or transportation. It helps vendors demonstrate project understanding, proposed services, experience, and compliance for buyer evaluation.

[Vendor Company Name]

RFI Title / Reference: _____

Date Submitted: _____

Contact Person: _____

Email / Phone: _____

1. Project Understanding

Briefly summarize your understanding of the buyer's logistics or transportation requirements. Highlight shipment types, destinations, timelines, and service expectations.

2. Proposed Services / Capabilities

Describe your logistics solutions, fleet capacity, route management, and operational approach. Include differentiators such as tracking systems, efficiency, and scalability.

3. Experience and References

Provide prior transportation or distribution projects, case studies, or client references. Demonstrate reliability, timeliness, and success in handling similar logistics projects.

4. Compliance and Certifications

List relevant licenses, regulatory approvals, or safety compliance certifications. This assures buyers that your operations meet legal and industry standards.

5. Pricing / Cost Framework (Optional)

Include preliminary cost estimates or service rates if requested. Clearly indicate this is optional at the RFI stage.

6. Submission Instructions

Follow the buyer's requested format, deadlines, and delivery method. Ensures your response is complete and properly received.

7. Additional Notes / Attachments

Attach supporting documents such as fleet details, tracking capabilities, insurance certificates, or client testimonials. Provides buyers with full context to evaluate your logistics capabilities.