

# Equipment Supply / Procurement RFI Response Template

Use this template to provide a structured response to an equipment supply or procurement RFI. It helps vendors demonstrate understanding of requirements, proposed solutions, experience, and compliance for buyer evaluation.

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**[Vendor Company Name]**

**RFI Title / Reference:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email / Phone:** \_\_\_\_\_

## 1. Project Understanding

Briefly summarize your understanding of the buyer's equipment supply requirements. Highlight the type of equipment, intended use, and project scope.

## 2. Proposed Equipment / Solutions

Describe the products, specifications, and technical capabilities you offer. Include differentiators such as quality standards, durability, or innovation.

## 3. Experience and References

Provide examples of prior supply projects, client case studies, or references. Demonstrate successful deliveries, reliability, and expertise in similar equipment projects.

## 4. Compliance and Certifications

List product certifications, regulatory approvals, and quality standards compliance. This reassures buyers that your equipment meets industry and safety standards.

## **5. Pricing / Cost Framework (Optional)**

Include preliminary pricing or cost estimates if requested. Clearly mark this as optional to avoid committing to final pricing at the RFI stage.

## **6. Submission Instructions**

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

## **7. Additional Notes / Attachments**

Attach supporting documents like product datasheets, warranty details, or technical literature. Provides buyers with the context they need to evaluate your equipment effectively.