
TOOLBOX

Making a professional Request for Quotation

Making sure to get all the
necessary information
when asking quotations
from suppliers

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Content

Very often it is a long, complex, and even painful process to compare offers received after sending a Request for Proposal (RFP) to several suppliers. Very often this is because we didn't ask the right questions!

During this training, we will explain what the components are of a professional RFP: Contract template, SOW, SLA, General Terms and Conditions, Contract template, Price grid, ...
Participants will receive a xls-template showing how to create their own price grid. Moreover, participants will receive more templates to help them create contracts, SLA's, KPI's, GTC's, ...

The objective is to make sure that suppliers send answers that make it easier to compare and provide the necessary elements to prepare the negotiations

Participants must have a basic knowledge of MS Excel: using formulas, formats, ...

Target Group

Occasional buyers
Junior Buyers
Senior Buyers
Purchasing Managers
Category Managers

Objectives

After this training, participants will be able to use the templates to create a professional Request for Quotation

Program

Approach

Where it all starts: The sourcing process

The difference: RFQ - RFP

Elements composing a professional RFQ:

- Contract template
- Service level Agreement and Key Performance Indicators
- Statement of Work
- General Terms and Conditions
- Price grid

Making a price grid using MS Excel elements: protected worksheets, etc.



Case study

A complete case that shows the complete RFQ

Exercise

Participants will use the templates and start creating their own RFQ

