

# How To Write a Response

If you haven't written a request for quote (RFQ) response before, you might find the process quite daunting. Here are a few tips on writing a successful RFQ response. A RFQ response is a document used in procurement to describe the response from potential suppliers to a request for quote (RFQ). The most important part of any response is the deadlines. All RFQ's have a due date and time clearly specified on the document.

## **1) Read the Request for Quote (RFQ) advert**

You must read all the documents to make sure you understand what is required. The most important things to understand are:

- The specifications or scope of the RFQ so that you know exactly what is being asked for;
- The contractual obligations and how you will be required to deliver the product or service;
- When and how the response to the RFQ is to be delivered, and
- How your RFQ response will be evaluated/scored (mandatory or essential criteria).

## **2) Plan and manage who will be responsible**

After you have read and understood the advert, you should write a list of all the major requirements from the document and assign the jobs to people who will be responsible in providing a response for that particular section. Put a deadline on all the tasks so that important things are done first.

## **3) Complete the templates provided**

Request for Quote (RFQ) adverts often include templates that the interested party is requested to fill in. Make sure you use the templates provided or submit the documents in the required format.

## **4) A clear and simple response**

Knowing how your response will be evaluated will enable you to focus your energy on those areas which are considered important by the buyer. Make your response clear and easy to read, use the evaluation criteria as your guide if there is no attached response form to fill in. Copy and paste the headings in the evaluation criteria and respond directly to these.

## **5) Address the evaluation criteria**

Essential details and mandatory criteria will be required in your RFQ response, review the checklist to ensure you've provided all the required information

## **6) Submit you RFQ Response on time**

Deadlines matter! Have your response written, edited for accuracy and ready to go well before the deadline. You can submit in person at 953 South Coast Hwy, Denmark or via email [enquiries@denmark.wa.gov.au](mailto:enquiries@denmark.wa.gov.au)

# Response Checklist

## 1. Cost

- ❖ Complete Attachment A - Pricing and Schedule of Works

## 2. Address the Evaluation Criteria

### ❖ Demonstrated Ability to Meet Timeframe

Provide an example of a previous job(s) and how you ensured you completed the job within the designated timeframe. If you weren't able to meet the timeframe, how did you relay delays and negotiate with the principle contractor to extend deadlines.

### ❖ Demonstrated Previous Experience & Technical Compliance

You could meet this criteria by submitting any of the below information:

- Submit information on equipment and machinery your company owns and operates.
- Provide a brief summary of skills, completed training certificates and qualifications of yourself or your employees.
- Submit photos of previous works.
- Submit OHSE Policies & Procedures, A Company Profile or Organisational Chart.

### ❖ Project Understanding & Approach

You could meet this criteria by submitting any of the below information:

- Attendance at the RFQ Briefing (Not Mandatory) will provide you with a score towards this criteria.
- Provide a project plan: a timeline that list the steps you will take to complete the project, next to each step will have a start and end date.
- Gantt Chart.

### ❖ Demonstrated High Levels of Corporate Social Responsibility

Provide information on how you support the local community, this could be:

- Support people with disability or special needs, or provide sponsorships or donations to the local community.
- Employing directly from the local economy.
- Have sustainable business practices that help protect the environment.
- Purchase products and/ or services from local businesses.

## 3. Complete the Response Form

### ❖ 6.2 Company Information/Authorisation

You **must** complete page 5 of the Request for Quotation advert and submit with your RFQ response.

## 4. Insurance

- ❖ Submit copies of all your Insurance Certificates