



Indicative structure of RfQ Document

- Cover page to include basic Company information.
- Instructions for Quotation: basic instructions to be followed for the completion of the RFQ.
- Company Profile & Contact Details – to complete the correct contact person per area and an update of company profile to be used for evaluation.
- Estimated Requirements for the year – includes estimated volumes per plant for all main materials.
- Supply Chain Terms – main Supply Chain terms and instructions for Order process to be followed.
- Commercial terms.
- Warranty, Liability & Epidemics - terms and any exceptions.
- Quality Agreement.
- Prices: corporate prices on EXW basis, FCA (required for all exports) or FOB (in case of sea freight) and CIF/CPT to each plant. Cost base for the calculation of the prices and the Currency & MOQ.
- Price change versus prior years.
- Cost Breakdown to be provided per item code.
- Price Formula for all commodity based components.
- Non-Use of Banned Substances.
- Product Change Protocol to be filled-in, in case of specifications change, prior to implementation.