

RFP outline

This supporting resource provides a table of content of how a Request for Proposal (RFP) is typically build up.

1. Introduction

- Overview: Briefly describe your organization and the purpose of this RFP.
- Goals and Objectives: Outline the key goals and objectives of the logistics services required.

2. Scope of Services

- Service Requirements: Detail the specific logistics services required, such as transportation, warehousing, inventory management, etc.
- Service Standards: Define the expected standards and KPIs (Key Performance Indicators) for the services.

3. Proposal Submission Guidelines

- Proposal Format: Describe the desired format of the proposal, including sections and organization.
- Submission Process: Provide detailed instructions on how to submit the proposal, including deadlines and contact information.

4. Evaluation Criteria

- Evaluation Metrics: List the criteria for evaluating proposals, such as cost, experience, technology, and compliance.
- Selection Process: Explain the process for reviewing proposals and selecting the service provider.

5. Terms and Conditions

- Contractual Terms: Outline the anticipated terms and conditions of the contract.
- Confidentiality: Specify any confidentiality requirements related to the RFP and subsequent agreements.

6. Requirements for Bidders

- Qualifications: Describe the minimum qualifications and experience required for bidders.
- References: Request references from previous clients, particularly in relevant sectors.

7. Budget and Pricing

- Budget Constraints: If applicable, provide information on budget limitations.
- Pricing Format: Request a detailed pricing structure for the services offered.

8. Timeline and Milestones

- Project Timeline: Outline the expected timeline for the logistics services.
- Milestones: Define any key milestones or phases in the service delivery.

9. Questions and Clarifications

- Contact Information: Provide contact details for inquiries and clarifications regarding the RFP.
- Question Submission: Explain the process for submitting questions and the deadline for doing so.

10. Proposal Requirements

- **Mandatory Documents:** List all required documents and certifications that must accompany the proposal.
- **Proposal Validity:** State the period for which the proposals must remain valid.

11. Additional Information

- **Site Visits:** If applicable, provide information about site visits for bidders.
- **Additional Documents:** Request any other relevant documents or information needed.

12. Appendix: Templates and Forms

- Include any templates or forms that bidders need to complete as part of their proposal, such as pricing sheets, compliance checklists, etc.