

RFQ Preparation Checklist

Record the evidence, document revision and owner for each item.

Project: _____

Revision: _____

Owner: _____

Date: _____

- ☐ 01 Project name, product revision and contact owner.

- ☐ 02 Prototype, pilot and production quantities.

- ☐ 03 BOM with manufacturer names and complete part numbers.

- ☐ 04 PCB fabrication data and stack-up requirements.

- ☐ 05 Component placement file and assembly drawings.

- ☐ 06 Population options, polarity and special process instructions.

- ☐ 07 Firmware, programming and functional test requirements.

- ☐ 08 Enclosure and harness documentation, if applicable.

- ☐ 09 Acceptance criteria, traceability and required records.

- ☐ 10 Packaging, delivery location and target milestones.

- ☐ 11 NDA requirements before sharing confidential design information.

- ☐ 12 Requested quotation breakdown and validity period.

Review checklist only. Confirm product-specific requirements with the responsible engineering team.