

Commercial Agriculture RFQ Template

Request for Quotation — Seed, Greenhouse, Irrigation & Infrastructure Projects

Use this template to issue a professional, supplier-neutral Request for Quotation to qualified suppliers via SeedMatchGroup. Complete each section as fully as possible; the more detail you provide, the more accurate and comparable the quotations will be. Return the completed document to your SeedMatch sourcing specialist.

1. Buyer & Project Identification

- Legal company name

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- Registered address / country of operation

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- Primary contact name, title, email, phone

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- Project name and internal reference

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- Project site location (city, region, country, coordinates)

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- Project stage (feasibility / design / procurement / execution)

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- Target decision date and required delivery window
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2. Project Overview

- Project type (greenhouse, open field, nursery, seed processing plant, irrigation, packing house, other)

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- Total project area (hectares) and planted / covered area

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- Crop(s), target market and end-use

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- Estimated total CAPEX (USD) and financing status

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- Government, incentive or tender programme (if applicable)

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- Sustainability, certification or ESG requirements
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3. Technical Scope of Supply

- Detailed list of goods and/or services required
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- Quantities, units of measure and tolerance

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- Technical specifications, standards and reference codes

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- Performance guarantees (yield, uptime, efficiency)

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- Design drawings, datasheets or bill of materials (attach)

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- Installation, commissioning and training requirements
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4. Commercial Terms

- Requested Incoterm (EXW / FCA / FOB / CIF / DAP / DDP)

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- Delivery address, port of discharge or project site

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- Preferred currency (USD / EUR / other) and payment terms

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- Warranty period and after-sales support expectations

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- Spare parts, consumables and lifecycle service scope

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- Applicable taxes, duties and local content requirements
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5. Compliance & Documentation

- Phytosanitary, ISTA, OECD or organic certification required

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- Country-of-origin restrictions or preferences

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- Import permits, licences and required customs documents

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- Quality assurance, FAT / SAT and inspection requirements

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- Health, safety and environmental (HSE) standards

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- Insurance (cargo, performance bond, professional liability)
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6. Supplier Qualification Criteria

- Minimum years of relevant reference projects

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- Financial capacity and turnover requirements
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- Manufacturing / production capacity

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- Local presence, service network and language capabilities

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- Sustainability, certifications and audit history

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- References from comparable commercial projects
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7. Response Requirements

- Quotation validity period (recommended: 60–90 days)

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- Format: itemised price breakdown per line item

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- Delivery lead time from PO to site

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- Payment milestones aligned with delivery / commissioning

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- Assumptions, exclusions and clarifications

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- Deadline for submission of the quotation
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8. Evaluation Criteria (weighting %)

- Total cost of ownership: ____ %

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- Technical compliance and performance: ____ %

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- Delivery lead time and reliability: ____ %

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- Supplier qualification and references: ____ %

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- Warranty, service and after-sales: ____ %

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- Sustainability, certifications and ESG: ____ %
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9. Attachments Checklist

- Site plan / project layout

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- Bill of materials or technical drawings

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- Soil, water and climate data
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- Regulatory permits or import approvals

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- Preferred contract template (if any)

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- Confidentiality / NDA to be signed with the supplier
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Issued by SeedMatchGroup on behalf of the buyer. Suppliers must submit responses exclusively through SeedMatchGroup; direct contact with the buyer is not permitted.

Learn more: <https://seedmatchgroup.com/why-buyers-trust-seedmatch>