

RFQ Checklist

Are you submitting a Request for Quotation (RFQ) to a manufacturer? Use our free RFQ checklist to ensure you are providing the necessary information in order to receive a complete quotation.

NOTE: Bold items are necessary for a good quote; others we can assume or ask in secondary clarifications.

PROGRAM

- Assembly(s) / Product / Family Name (or part numbers) and Revision level**
- Annual / Quote quantities? Release quantities?**
- REACH, RoHS required?**
- First Article required: Y / N Quantity?
- PPAP Required: Y / N If Yes, what level?
- C of C Required? Y / N
- Special or unique shipment packaging?
- Customer sample qualification plan or requirements
- New/existing/updated product?

PCBA

- Part number and Revision**
- Bill Of Material (BOM) — *Excel required* *must contain AVL info, “generic” spec is not enough***
- Gerber Files**
- Bare Board Fabrication files**
- Assembly Drawings**
- Testing requirements — In-Circuit, Functional other test requirements? Test Specification Doc? Are we quoting the fixture?**
- IPC-A610 Class 2 or 3?**
- ITAR Required? Medical (Class I, II, or III)? AS9100?**
- Conformal Coating?** Type of Coating? Please supply “Keep-Out” drawing
- CAD Files (East West can utilize numerous formats however ODB++ preferred) ***critical if we are testing**
- Schematic ***critical if we are testing**
- Any QA data logging required? Y / N
- Special serialization or label identification

HLA (HIGHER LEVEL ASSEMBLY)

- Complete Bill of Material (BOM)**
- Full document & assembly specifications**
- 3D component data including assembly files**
- 2D drawings for each component with material and critical dimensions**
- All wire specs — gauge, color, UL#, solid, stranded, length, strip length, tinned/untinned**
- Any supplier LOA's required for East West to quote?
- Any supplied material? Y / N
- Testing requirements? Test Spec developed or IN NEED of developing?
- Information on existing component tooling
- Any special requirements or unusual product applications/ environments?

MATERIAL

- Any supplied material? Y / N If yes, please advise what specifically and quantity supplied at \$0 or at cost?**
- Any programed parts? Y / N If yes, please identify specifically**
- Any preferred or contract component pricing?
- Any supplier LOA's required for East West to quote?

PACKAGING REQUIREMENTS

- Are there any special packaging requirements for this product?
- Min. packaging quantities?
- Returnable reusable?
- Standard corrugated with ESD bag?
- C of C Required? Y / N Specific criteria?