

## REQUEST FOR QUOTATION

**Supplier:** [supplier name]  
**RFQ No:** [project no-supplier-01]  
**Date:** [Date]

### 1 Background

[Additional information about the project and what we need.]

### 2 Milestones

[Important milestones such as Start of Production, PPAP dates etc]

### 3 Closing date

We must have your quotation at STARSPRINGS no later than [Date].

### 4 Standard Terms and Conditions:

- **Terms of delivery:** DDP (Incoterms 2010), STARSPRINGS Manufact. site in [Place]
- **Terms of payment:** 90 days from the date of invoice.
- **Parts individually quoted.** Modifications of the scope shall only impact the affected item.
- **General Conditions:** See documents "DA 007 bil 10" and "DA 004 bil 1b"

### 5 Additional Terms and Conditions:

Checked (x) demands are applicable

- PPAP submission as defined by AIAG and general ISO/TS 16949 and ISO 9000 requirements.**  
STARSPRINGS engineers reserve the right to modify this submission level and its content, based on product priorities.
- IMDS** - All parts in the RFQ should be reported in MD system
- Svanen demands**
- OHSAS 18001 (BS EN 18001)**
- ISO-MAT 0010** - IKEA requirement regarding chemical compounds and substances
- IWAY** - IKEA requirement regarding respect for workers' rights
- [Other]** - [Describe the demand]

### 6 Part list (See enclosed part list)

## 7 Pricing and commercial terms:

*Cost break down should reflect the actual cost structure of the product, including cost of material, process, packaging and overhead costs.*

*Freight cost should be quoted separately*

- **Part**
  - **Part price with cost break down** (Serial Price based on an annual volume)
  - **MOQ** (Minimum Order Quantity)
  - **Leadtime**
  - **Annual Capacity**
  
- **Tool** (if applicable)
  - **Tool costs with tool cost break down**
  - **Tool information** (Tool type, Origin, No of cavities, Weight, Material)
  - **Tool timeplan** (Detailed time information from order to delivery)
  - **Tool capacity/lifetime**
  
- **Other**
  - **Prototype pricing**
  - **Development cost**
  - **Other costs**

## 8 Contacts

Commercial:     **[Project Purchaser Name]**  
                          E-mail:  
                          Phone:

Technical:       **[Project Engineer]**  
                          E-mail:  
                          Phone:

## 9 Confidential Information

The Supplier acknowledges and agrees that any information (whether oral, written or pictorial) contained in the quoting documents or given to the Supplier to assist in the preparation of a quote is confidential and shall not be used or supplied to others by the Supplier except for the purposes of preparing and submitting a quote.

The Supplier agrees to ensure that any employee, agent or contractor to the Supplier, or any person to whom the Supplier supplies such information as permitted by this Clause will be bound by terms no less onerous than those contained in this Clause.

Best regards,

[Name]