



LE PEI

Multi-Category Port Procurement RFQ

A concise fillable template for specifications, priorities, brands, evidence and delivery needs.

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Complete the known information and mark open points clearly. Attach controlled specifications, drawings, photos or document requirements where applicable.

01

Buyer and Delivery Details

COMPANY / ORGANIZATION

CONTACT NAME

BUSINESS EMAIL

PHONE / WHATSAPP

DESTINATION PORT / COUNTRY

REQUIRED AT DESTINATION

REFERENCE / PROJECT

PREFERRED TRANSPORT / INCOTERM (IF KNOWN)

02

Supply Scope and Decision Rules

PRODUCT CATEGORIES AND INTENDED USE

BRAND AND ALTERNATIVE STRATEGY

☐ Mandatory brand(s) apply

☐ Suitable alternatives may be proposed

☐ OEM / private label is in scope

PRIORITY AND BUDGET GUIDANCE

QUALITY, INSPECTION, CERTIFICATES OR DOCUMENT REQUIREMENTS

Tip: identify each mandatory specification separately from preferred brands. This helps compare technical fit, availability, quality evidence and total delivery cost on the same basis.



Line Items and Supporting Information

Use one row for each distinct specification. Add a separate sheet if more lines are required.

03

Requested Items

Priority	Category / Item	Specification / Drawing	Qty / Unit	Brand / Alternatives	Required Date

04

Supporting Files and Release Information

- ☐ Specifications / datasheets
- ☐ Drawings / dimensions
- ☐ Reference photos
- ☐ Certificates / standards
- ☐ Packing / marking rules
- ☐ Destination / import requirements

ADDITIONAL NOTES, OPEN QUESTIONS OR PARTIAL-DELIVERY PRIORITIES

Send the completed RFQ and supporting files

Email: rfq@le-pei.com WhatsApp: +852 5642 0409

LE PEI will review the requirement and identify the information needed for an initial coordination discussion.