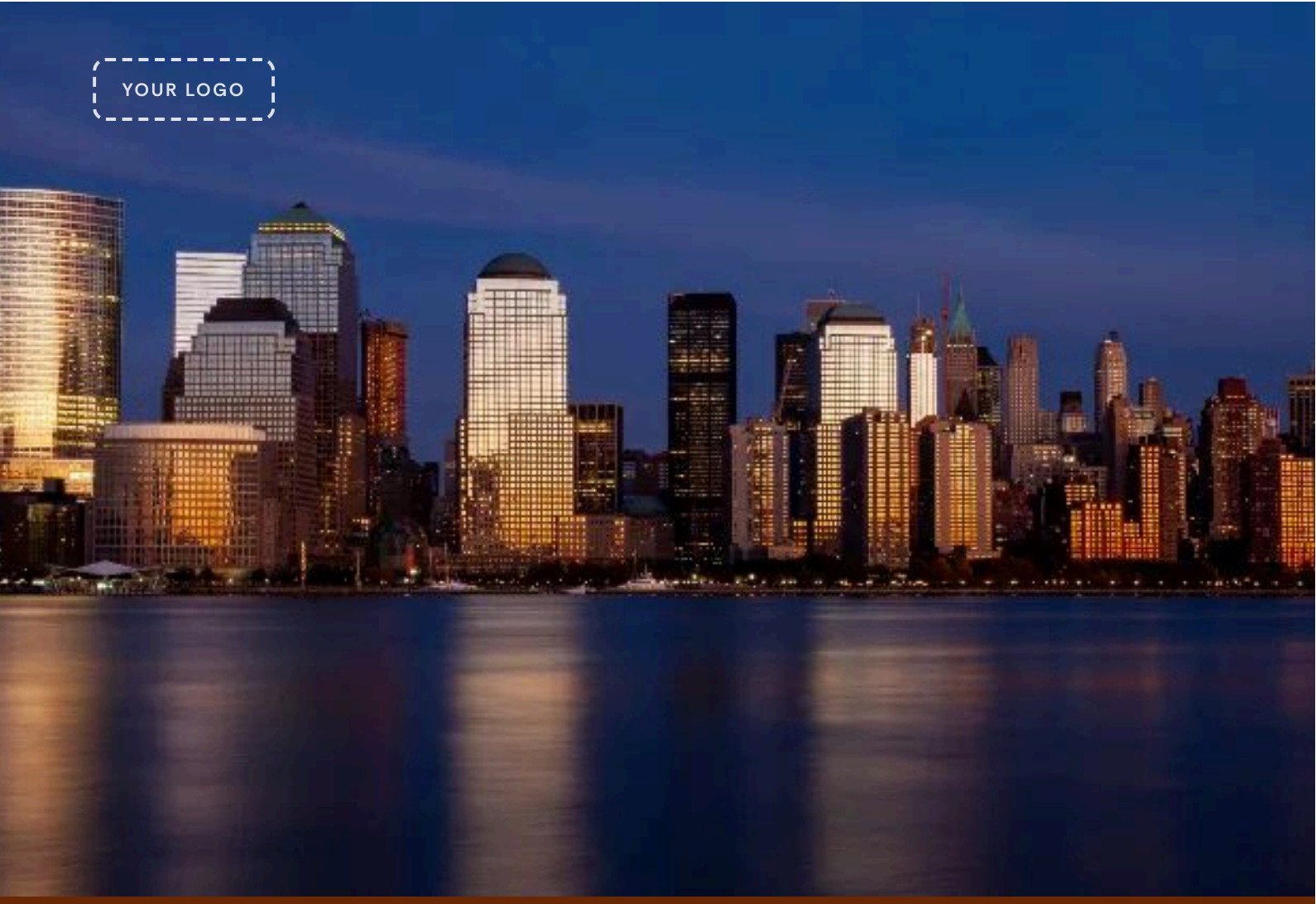
YOUR LOGO



RESPONSE TO REQUEST FOR PROPOSAL

Response to RFP reference

Prepared for Client name, answered in the order of your request.

Submitted by Company **Date** DD/MM/YYYY

SUMMARY

What you offer, why it fits Client name, and why it is lower risk.

Fit

Requirement you meet best

Delivery

How and when

Proof

A similar client

COMPLIANCE MATRIX

REQ.	REQUIREMENT	COMPLY	WHERE ANSWERED
1	Requirement	Yes / Partly / No	Section
2	Requirement	Yes / Partly / No	Section
3	Requirement	Yes / Partly / No	Section
4	Requirement	Yes / Partly / No	Section
5	Requirement	Yes / Partly / No	Section
6	Requirement	Yes / Partly / No	Section
7	Requirement	Yes / Partly / No	Section

PRICING SCHEDULE

LINE	DESCRIPTION	UNIT	PRICE
1	Item	unit	USD
2	Item	unit	USD
3	Item	unit	USD
4	Item	unit	USD
5	Item	unit	USD
6	Item	unit	USD

EXCEPTIONS AND CLARIFICATIONS

- [Requirement you cannot meet and the alternative]
- [Assumptions behind the price]

NEXT STEPS

Authorised submission

Choose a package, sign below and we start on **date** .

✓ Accept and sign

Accepted for **Client company**
Name, signature and date

For **Your company**
Name, signature and date