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CONSTRUCTION · MULTI-SITE RFP

Multi-Site Workwear Procurement RFP Template

Six RFP sections — technical spec, compliance, delivery, pricing and the vendor scoring matrix that makes every bid comparable.

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DISCLAIMER

This resource is practical procurement guidance written from a China-side workwear factory's perspective. It is not legal, safety or compliance advice. Compliance thresholds, test methods and class requirements vary by jurisdiction and garment; confirm every value against the current standard and an accredited lab report before you commit funds.

Construction workwear resource | Document ID: SPEC-CONST-RFP-001

Section 1: Company & Project Overview

Describe your organization, project scope, number of workers, number of sites, contract duration, and current workwear procurement structure.

Section 2: Technical Specifications

GARMENT TYPE	ANSI CLASS	QUANTITY (ANNUAL)	SIZE RANGE	SPECIAL REQUIREMENTS
Safety Vest				
Hi-Vis Jacket				
Work Pants	N/A			
FR Coverall				

Section 3: Compliance & Certification Requirements

- ☐ ANSI/ISEA 107 batch-level test reports per shipment
- ☐ 3M Scotchlite reflective tape mandatory (no generic glass-bead substitutes)
- ☐ ISO 11612 / NFPA 2112 for FR garments
- ☐ Digital QC package: inspection photos, AQL 2.5 reports
- ☐ 50-wash retroreflectivity verification

Section 4: Delivery & Logistics

- Required lead time: ___ days from PO
- Delivery terms: FOB / DDP
- Peak season capacity: Describe March-August surge requirements
- Multi-site shipping: Consolidated or per-site delivery

Section 5: Pricing Structure

ITEM	UNIT PRICE	MOQ	VOLUME DISCOUNT TIER

Request: Factory-direct pricing only. No distributor, importer, or agent margin included.

Section 6: Vendor Evaluation Scoring Matrix

CRITERION	WEIGHT	SUPPLIER A	SUPPLIER B	SUPPLIER C
Compliance Documentation	25%			
Price Competitiveness	20%			
Delivery Reliability	20%			
Quality & Durability	15%			

CRITERION	WEIGHT	SUPPLIER A	SUPPLIER B	SUPPLIER C
Production Capacity	10%			
Account Management	10%			

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One RFP, comparable bids on every site.

Send the site list and worker counts — a factory-direct bid structure and a scored shortlist are returned before you award.

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