

Multi-Site Workwear Procurement RFP Template

Factory-direct construction workwear. Batch-level compliance. No middlemen.

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%			
Production Capacity	10%			
Account Management	10%			