

Corporate Uniform Procurement RFP Template

Factory-direct corporate uniform programs. One spec file. No middlemen.

Section 1: Company & Program Overview

Describe your organization, store count, regions, roles covered, annual volume, contract duration, and current uniform procurement structure (number of suppliers, split of spend).

Section 2: Technical Specifications

Garment Type	Role / Zone	Annual Qty	Size Range	Fabric / Spec Notes
Dress Shirt				
Corporate Polo				
Business Suit				
Work Jacket / Shirt				
Coverall				

Section 3: Brand & Compliance Requirements

- ☐ Pantone TCX color reference for each brand color
- ☐ Lab-dip approval under dual light sources (D65 daylight / TL84 store lighting)
- ☐ Approved seal sample as the legal color & fit standard
- ☐ Embroidery, woven label, and hang-tag file archive
- ☐ Fabric test reports (colorfastness, dimensional stability, wash durability)
- ☐ OEKO-TEX Standard 100 / REACH / GRS documentation where required

Section 4: Delivery & Logistics

- Required lead time:** ___ days from seal-sample sign-off
- Per-store packing:** Yes / No — size kits split by location
- Multi-region shipping:** addresses / ports / distribution centers
- Emergency replenishment:** target turnaround for reorders

Section 5: Pricing Structure

Item	Unit Price	MOQ	Volume Discount Tier

Section 6: Vendor Evaluation Scoring Matrix

CRITERION	WEIGHT	SUPPLIER A	SUPPLIER B	SUPPLIER C
Color & Fit Consistency (spec archive)	25%			
Price & TCO Transparency	20%			
Lead Time & Replenishment	20%			
Documentation & Compliance	15%			
Size Coverage & Special Bodies	10%			
Account Management	10%			