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CORPORATE UNIFORMS · RFP TEMPLATE

Corporate Uniform Procurement RFP Template

Six sections — brand and compliance requirements, per-store packing, pricing structure and the vendor scoring matrix.

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DISCLAIMER

This resource is practical procurement guidance written from a China-side workwear factory's perspective. It is not legal, tax or compliance advice. Size grading, exchange rates and cost figures are planning targets; confirm every value against your own workforce data and an approved sample before you commit funds.

Corporate uniform program resource | Document ID: SPEC-CORP-RFP-001

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

Request: factory-direct pricing only, with embroidery / woven-label / packaging costs listed openly rather than buried in a quote.

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%			

CRITERION	WEIGHT	SUPPLIER A	SUPPLIER B	SUPPLIER C
Documentation & Compliance	15%			
Size Coverage & Special Bodies	10%			
Account Management	10%			

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One spec file, comparable bids.

Send the brand file and store list — a factory-direct bid structure, a seal sample plan and a scored shortlist are returned.

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Request a free, transparent quote: https://www.lantaowork.com/contact-us/