

Medical Scrub RFP Template

Compare scrub manufacturers on equal footing — same questions, same scoring.

Section 1: Company & Program Overview

Describe your organization: number of facilities, staff to outfit, departments, contract duration, and current uniform procurement structure. State your annual volume estimate and target launch date.

Section 2: Technical Specifications

GARMENT TYPE	FABRIC / GSM	COLOR(S)	ANNUAL QTY	SIZE RANGE	BRANDING
Scrub Top					
Scrub Pants					
Surgical Scrubs					
Dental Scrubs					

Ask every supplier to quote the same fabric specification so quotes are truly comparable. If one supplier quietly quotes a lighter GSM or different blend, the "lowest price" is not a real comparison.

Section 3: Fabric & Compliance Requirements

- ☐ Fabric composition with exact percentage breakdown (e.g. 65% cotton / 35% polyester)
- ☐ OEKO-TEX STANDARD 100 certificate for every fabric tier
- ☐ Antimicrobial fabric tested per AATCC 100 with lab report
- ☐ AAMI PB70 fluid-resistance classification for surgical grades
- ☐ Shrinkage $\leq 2\%$ per ASTM D4966 test report
- ☐ FDA establishment registration (Class I) or CE documentation as applicable
- ☐ Color-matching tolerance stated in writing (Delta E target)

Section 4: Sampling & Lead Time

- **Physical sample cost:** \$_____ (and is it credited against the bulk order?)
- **Sample lead time:** _____ days
- **Number of revision rounds included:** _____
- **Bulk production lead time:** _____ days from sample sign-off
- **Shipping:** air _____ days / ocean _____ days
- **Incoterms:** FOB / DDP

Section 5: Quality Control & Documentation

- ☐ AQL 2.5 final inspection with batch-level report
- ☐ Spectrophotometer color verification against approved lab-dip
- ☐ Single dye lot per order (tops and pants from same roll)
- ☐ Time-stamped QC photos at inline, end-of-line, and pre-shipment stages
- ☐ Batch traceability records and compliance file per shipment

Section 6: Pricing Structure

ITEM	UNIT PRICE	MOQ	VOLUME DISCOUNT TIER

Request factory-direct pricing only — no distributor, importer, or agent margin. Ask how branding (embroidery, heat transfer, DTG) is priced and whether it is included in the unit price.

Section 7: Vendor Evaluation Scoring Matrix

CRITERION	WEIGHT	SUPPLIER A	SUPPLIER B	SUPPLIER C
Fabric Quality & Transparency	20%			
Price Competitiveness	20%			
Color Consistency Capability	15%			
QC System & Documentation	15%			
Lead Time Reliability	10%			
Communication & Responsiveness	10%			
Compliance Certifications	10%			