Procurement event *coordination*



We coordinate one RFQ to five client-approved suppliers through a documented evaluation and handover.

Who it helps

Buyers, bid managers and SME suppliers

The problem to solve

An RFQ can produce incomparable quotes when each supplier receives a different interpretation of the requirements.

Working through the brief

1. **Agree the RFQ and approved suppliers**

   Gather the agreed inputs. The specification, decision criteria, relevant quotes and authorised buying contact.

2. **Coordinate requests and responses**

   Track “Approved supplier” and “RFQ response” together so the reviewer can connect the source information to the result.

3. **Prepare the evaluation handover**

   Use a documented evaluation to compare responses on the same terms and retain the buyer’s next actions.

4. **Check the scope at handover**

   Supplier contracts, tender submission and commercial approval stay with the client.

Worked example

A clarification changes a requirement. Track the version and who must receive the update during the purchasing event.

Read the service scope / BID-012

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