Injection Mold RFQ Checklist

Quote-ready buyer worksheet for tooling projects | Super-Ingenuity Limited (SPI) | Version 2.0 | 2026-09

Purpose. Use this checklist before requesting supplier pricing. If an item is not final, do not leave it blank: mark it as **TBD**, **Supplier to Propose**, or **Quote Separately** so assumptions remain visible.

Project / Part Name		**RFQ Date**	
Project Code		**Revision Quoted**	
Buyer / Company		**Target SOP**	

1. Buyer RFQ Input Checklist

Status	Input	What to Provide	If Not Yet Fixed
[ ]	**3D CAD**	Current STEP / IGES / X_T file and revision status	Identify provisional geometry or pending revision
[ ]	**2D Drawing / CTQ**	CTQ dimensions, datums, tolerances and critical assembly interfaces	Mark provisional limits or 'supplier review required'
[ ]	**Resin Grade**	Manufacturer, exact grade, filler, color and compliance needs	Approved family / property range + buyer approval
[ ]	**Annual Volume**	Expected annual demand, batch size and ramp-up forecast	Low / expected / high range
[ ]	**Mold Life**	Target lifetime production quantity or program duration	Provisional life target
[ ]	**Cavity Expectation**	Fixed cavity count if mandated	'Supplier to Propose'
[ ]	**Cosmetic Zones**	Appearance-critical surfaces and acceptance zones	Mark provisional zones
[ ]	**Finish / Texture**	SPI / VDI / texture reference or approved visual standard	Target appearance + supplier proposal
[ ]	**Visible Mark Limits**	Restricted gate, ejector, witness-line or parting-line locations	Identify no-go surfaces only
[ ]	**Validation Scope**	Sample quantity, dimensional report, FAI, CMM, certificates or customer evidence	State minimum evidence required
[ ]	**Packaging / Delivery**	Packaging standard, ship-to location, delivery basis and preservation needs	Quote separately where open
[ ]	**Commercial Exclusions**	Items excluded from base tooling price	Require supplier to list exclusions explicitly

RFQ rule: If the requirement is open, name the uncertainty. Use **TBD**, **Supplier to Propose**, **Buyer Approval Required**, or **Quote Separately** instead of leaving commercially important fields blank.

2. Open Input -> Supplier Assumption Control

Use this page when some RFQ items are still open. The objective is not to eliminate uncertainty, but to make supplier assumptions visible before quote comparison.

Open RFQ Input	Possible Supplier Assumption	Buyer Instruction	Quote Review Action
Resin Grade	Generic material basis	Approved family / TBD	Normalize material basis
CTQ / Tolerance	Standard commercial tolerance	Mark CTQ or provisional	Clarify before award
Annual Volume	Supplier-selected demand basis	Forecast range	Normalize production basis
Cavity Count	Supplier-selected cavitation	Supplier to Propose	Compare disclosed cavity counts
Finish / Cosmetics	Standard non-cosmetic baseline	Define zones / TBD	Confirm included scope
Validation	Basic samples only	State minimum evidence	Confirm included deliverables
Packaging / Freight	Excluded from tool price	Include / Quote Separately	Separate landed cost

3. Supplier Quote Return Checklist

Check	Supplier Quote Should State	Review
[ ]	CAD / drawing revision quoted	Must match RFQ issue
[ ]	Proposed cavity count	Normalize if suppliers differ
[ ]	Mold-life basis	Confirm same production-life target
[ ]	Included sample / tuning rounds	Compare like-for-like
[ ]	Validation deliverables	FAI / CMM / customer evidence listed as included or excluded
[ ]	Packaging / shipping basis	Separate freight if not included
[ ]	Explicit exclusions	No hidden scope outside headline tool price
[ ]	Open assumptions / deviations	Resolve material differences before award

Comparison rule: Normalize scope before ranking price. If two suppliers are not quoting the same revision, cavity basis, validation scope, packaging basis and exclusions, the headline tooling prices are not yet directly comparable.

4. Buyer Sign-Off

RFQ Prepared By		**Date**	
Engineering Review		**Date**	
Procurement Review		**Date**	