How to Respond to an RFQ

The buyer is looking for a quote.
What is an RFQ?

Request for a Quote

▪ Seeing quotes— a purchase order is anticipated to be awarded from responses

▪ RFQs are typically posted for 3 business days

▪ When an opportunity is posted as an RFQ, that particular posting serves as the RFQ

▪ Small Business First:
  ▪ Sandia may post opportunities as "Small Business First" on RFQs under $150,000 directly from the BOW, allowing for expedited purchases and increased small business participation. Sandia's intention is to set the award aside when offers that meet the Statement of Work, all mandatory requirements, and all Sandia terms and conditions, and offers are made at fair market prices. If the preceding criteria are not met, then other offers may be considered.
All prospective Suppliers MUST be registered in iSupplier before responding or subscribing to Business Opportunities

With issues regarding registering in iSupplier or responding to an opportunity please contact supplier@sandia.gov

The BOW allows for questions to be asked via the BOW tool
Once you are logged into your iSupplier account, this is what you will see.

Click on “Sandia Business Opportunities”
Click on the ID number of the RFQ you want to respond to
The “ask question” button sends the buyer an individual email of your question.
Ensure your information is in the spaces provided

Click the magnifying glass to select your information
It will bring you to this screen. If the information in the search box is not yours, clear the box and click “go”

Do not type anything in the search box before hitting go
This screen will provide a list of everyone who has registered under the same company

Select your email and contact information

Click “select”
For “referred by” section, click the drop down to select how you were directed to this posting

For the “address name” click the magnifying glass to select your information
Ensure the search box is empty

Click “go”

Select your address then click “select”
Once all 3 fields are completed, click “next”
Choose your business classification

If “small”, and applicable, select your Small Business Classification

- [ ] Small 8(a) Business
- [ ] Small Disadvantaged Business
- [x] Small Veteran-owned Business
- [ ] Small Woman-owned Business
- [ ] Small Economically-disadvantaged Woman-owned Business
- [ ] HUBZone
- [ ] Alaska Native
- [ ] Indian Tribe
Because this is a request for a quote, fill in each requirement with relevant information

Please respond with your best quote
Review submission. If correct click “submit response”

If incorrect, click back and fix information
Resources Available

Small Business Administration
https://www.sba.gov/

Small Business Administration Albuquerque
https://www.sba.gov/offices/district/nm/albuquerque

Procurement Technical Assistance Center
Centers: http://www.aptac-us.org/
New Mexico: http://www.nmptap.org/