

RFQ CHECKLIST / VERSION 1.0

Commercial refrigeration project brief

Use one written brief across suppliers so cabinet configuration, compliance evidence, quality scope, logistics and commercial terms can be compared on the same basis.

HOW TO USE

Complete what is known, mark open items clearly, and require every supplier assumption or exclusion to appear in the quotation.

1. Buyer and project

Company / contact	Legal company name, contact, role, email and phone
Project / campaign	Internal project name, business objective and end customer if applicable
Destination	Country / region, final delivery point and importer or responsible party
Dates	Required sample date, approval date, first shipment and launch date

2. Product and operating requirement

Stored product	Product type plus exact can, bottle, tub, carton or pack dimensions
Temperature	Target product temperature, pull-down expectation and loading state
Environment	Indoor / outdoor, ambient temperature, humidity, direct sun, ventilation and door-opening pattern
Placement	Available footprint, access, replenishment, shopper interaction and installation constraints
Cabinet format	Countertop, upright, freezer, open-air, back bar, screen-enabled or supplier recommendation

3. Configuration and brand program

Electrical	Voltage, frequency, plug and any buyer-specified component preferences
Refrigeration	Cooling method, refrigerant, defrost, drainage and climate-class expectation
Cabinet	Capacity, doors, glass, shelves, lock, casters, controller, lighting and accessories
Branding	Color references, wrap, canopy, illuminated logo, frame lighting, screen and packaging artwork
Pack-out	Target facings, shelf layout and whether a stocked sample / pack-out drawing is required

4. Quantity and commercial scope

Volume	Sample quantity, pilot quantity, first order, annual forecast and mixed-model / mixed-artwork needs
Quotation	Currency, required Incoterm, delivery point, quotation validity and price-break quantities
Payment	Required payment structure, sample / tooling treatment and banking documentation
Lead time	Separate visual, engineering, sample, production and shipment milestones

5. Evidence and delivery

Compliance	Applicable market requirements and required certificate, report, declaration, label and manual files
Quality	Inspection level, critical checks, test conditions, acceptance criteria and third-party inspection
Packing	Protection method, packed dimensions, gross weight, pallet / container plan and unloading limits
Support	Warranty scope, startup spares, service documentation, parts lead time and claim pathway

Send the completed brief and supporting artwork / drawings to sales@markool.com. All model, compliance, performance and commercial statements remain subject to the final written quotation and controlled project documents.