



TU SCARF, HAT & GLOVE RFQ COMPARISON

01 | RFQ control, comparison scope and quotation references

RFQ / Project: _____ Style / Spec. revision: _____ Review date: _____

1. RFQ & PROJECT INFORMATION			
RFQ / Project No.		Issue / Review Date	
Buyer / Brand		Prepared / Reviewed by	
Style No. / Description		Season / Collection	
Product Category		Destination Market	
Specification Revision		Required Quote Date	
Quantity / SKU Breakdown		Target Handover Date	

2. SUPPLIER & QUOTATION CONTROL				
Identity / reference	Supplier A	Supplier B	Supplier C	Verification / source file
Supplier / legal entity				
Production factory / site				
Contact / email				
Quotation No. / date / revision				
Quote file / evidence reference				

3. COMPARISON CONTROL
1. Compare one style, specification revision and quantity scenario at a time. Keep material or construction alternatives separate from the base quote.
2. Issue the same specification, color standard, artwork, packing instruction and requested cost scope to Suppliers A, B and C.
3. Record all exclusions, assumptions, evidence references and open points. Supplier selection requires a written review; this workbook does not place an order.

Complete specification, commercial basis and evidence review before selection. This is an RFQ comparison record, not an inspection report or purchase authorization.



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02 | Like-for-like product and packaging comparison

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SECTION 1 - PRODUCT SPECIFICATION, BRANDING & PACKAGING						
Ref.	Comparison point	Buyer requirement / reference	Supplier A	Supplier B	Supplier C	Evidence / deviation / notes
1.1	Category / style / use					
1.2	Material / composition					
1.3	Weight / yarn / gauge					
1.4	Dimensions / tolerance					
1.5	Scarf-specific detail					
1.6	Hat-specific detail					
1.7	Glove-specific detail					
1.8	Construction / finishing					
1.9	Color / pattern					
1.10	Logo / decoration					
1.11	Trims / attachments					
1.12	Labels / legal content					
1.13	Retail presentation					
1.14	Unit / inner packaging					
1.15	Carton / assortment					
1.16	Performance requirement					
1.17	Approved reference					
1.18	Alternatives / deviations					

Record the approved requirement and each supplier's response. Mark non-applicable product details N/A. Keep material or construction alternatives separate from the base quote. Detailed field guidance is included in the Excel cell comments.



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03 | Common commercial basis and priced-scope comparison

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COMMON BASIS - COMPLETE BEFORE COMPARING PRICES						
Comparison currency		Order quantity / price unit				
Trade term / named place / version		FX source / date				
Ref.	Commercial item	Scope / entry basis	Supplier A	Supplier B	Supplier C	Source / tax / exclusion note
2.1	Quoted currency	Supplier quotation currency code.				
2.2	FX to comparison currency	Comparison currency per 1 quote currency.				
2.3	Quoted order quantity	Match common quantity.				
2.4	Quoted price unit	Item / Pair / Set; match common unit.				
2.5	Total MOQ	Total minimum; detail SKU minimums on Page 4.				
2.6	Quoted unit price	Amount per agreed unit in quote currency.				
2.7	Base-spec alignment	Confirmed / Deviation / Open.				
2.8	Artwork / setup charge	Additional charge only; enter 0 if included.				
2.9	Sampling charge	Allocated extra only; enter 0 if included.				
2.10	Testing charge	Required scope only; enter 0 if included.				
2.11	Inspection charge	Agreed scope only; enter 0 if included.				
2.12	Additional packing charge	Not already in unit price; 0 if none.				
2.13	Transport / handover charge	To common handover point; 0 if included.				
2.14	Other confirmed charge	Specify scope; 0 if none. No double counting.				
2.15	Exclusions / tax basis	State exclusions and tax basis; None if applicable.				
2.16	Converted unit price	Unit price x FX; comparison currency.				
2.17	Goods subtotal	Converted unit price x common quantity.				
2.18	Confirmed extras subtotal	Additional charges x FX.				
2.19	Priced-scope subtotal	Goods + extras; not full landed cost.				
2.20	Priced-scope cost / unit	Priced-scope subtotal / common quantity.				
2.21	Comparison readiness	Manual check; Excel provides a basis gate.				

Blank = unconfirmed; enter 0 only for a confirmed included / not-required extra. All amounts use the quoted currency unless marked converted. The printable PDF is completed manually; the Excel version calculates only when its input and basis checks pass. No commercial terms are pre-approved.



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04 | Sampling, delivery, inspection and evidence requirements

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SECTION 3 - DEVELOPMENT, QUALITY & DELIVERY BASIS						
Ref.	Comparison point	Buyer requirement / reference	Supplier A	Supplier B	Supplier C	Evidence / deviation / notes
3.1	MOQ by style / color / size					
3.2	Sample scope					
3.3	Sample planning range					
3.4	Sample / tooling ownership					
3.5	Pre-production approval					
3.6	Material readiness					
3.7	Production planning range					
3.8	Delivery / handover point					
3.9	Packaging / document readiness					
3.10	Inspection scope					
3.11	Acceptance / sampling plan					
3.12	Testing / compliance scope					
3.13	Certificate / report evidence					
3.14	Defect / corrective action					
3.15	Payment / quote validity					
3.16	Change / delay control					

Record planning ranges with start triggers and dependencies. Verify the actual certificate holder, production site, product scope and validity; factory certificates are not TU-owned. Use the separate TU Final Product QC Inspection Checklist for inspection execution.



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05 | Clarification log, review outcome and written approval

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SECTION 4 - OPEN POINTS & CORRECTIVE FOLLOW-UP						
ID	Supplier / sheet reference	Question / deviation / missing evidence	Owner	Due date	Status	Reply / evidence / closure
Q-001						
Q-002						
Q-003						
Q-004						
Q-005						
Q-006						
Q-007						
Q-008						

SECTION 5 - MANUAL SUPPLIER REVIEW				
Supplier	Specification / quality	Commercial basis	Delivery assessment	Outcome / conditions
Supplier A				
Supplier B				
Supplier C				

SECTION 6 - DECISION & SIGN-OFF			
Selected supplier / scenario		Approved quote / spec. revision	
Decision / remaining conditions		Evidence / attachment file IDs	
Prepared by / date		Reviewed by / date	
Buyer approval / date		Final release reference	

This template supports a documented comparison, not automatic supplier selection, purchase authorization or a guarantee of price, quality, delivery or compliance. Verify evidence and resolve material deviations before issuing a purchase order. Factory certificates remain owned by the actual certificate holder, not TU.



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06 | Approved reference, quoted samples and packing details

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SECTION 7 - PRODUCT & PACKAGING PHOTO REFERENCE

BUYER REFERENCE - FRONT
PASTE PRODUCT PHOTO HERE
Photo / file ID: _____ Spec / quote revision: _____
Difference / finding / approval reference: _____

BUYER REFERENCE - DETAIL
PASTE PRODUCT PHOTO HERE
Photo / file ID: _____ Spec / quote revision: _____
Difference / finding / approval reference: _____

SUPPLIER A - QUOTED SAMPLE
PASTE PRODUCT PHOTO HERE
Photo / file ID: _____ Spec / quote revision: _____
Difference / finding / approval reference: _____

SUPPLIER B - QUOTED SAMPLE
PASTE PRODUCT PHOTO HERE
Photo / file ID: _____ Spec / quote revision: _____
Difference / finding / approval reference: _____

SUPPLIER C - QUOTED SAMPLE
PASTE PRODUCT PHOTO HERE
Photo / file ID: _____ Spec / quote revision: _____
Difference / finding / approval reference: _____

PACKAGING / LABEL REFERENCE
PASTE PRODUCT PHOTO HERE
Photo / file ID: _____ Spec / quote revision: _____
Difference / finding / approval reference: _____