Healthcare Equipment RFI Template

1. Organization Information

Organization Name

Contact Person

Email Address

Phone Number

Address

2. Project Details

Project Title

Project Summary

Project Timeline

Budget (if applicable)

3. Equipment Requirements

Type of Equipment

Quantity

Functional/Technical Specifications

Purpose / Intended Use

4. Response Instructions

Deadline for Responses

Submission Method

Additional Instructions

5. Supplier Information (To be completed by supplier)

Supplier Name

Contact Person

Email Address

Phone Number

Company Address

6. Supplier Response

Product/Service Description

Compliance with Technical Specifications

Delivery Lead Time

Warranty / Support Details

Certifications (if any)

References / Past Projects

Comments / Notes

7. Equipment List Table

Equipment Name	Model/Version	Quantity	Key Specifications	Remarks