

Request For Quote (RFQ) and Statement of Work (SOW) Requirements/Needs List

A typical RFQ/SOW requires product definition requirements in order to provide our customers an optimized quotation and price table. These requirements are typically in the form of documents, drawings, specifications, and other relevant files and samples. The following “Needs List” should be requested for Nidec-VIS’s Sales, Application Engineering, and Estimating teams (all applicable):

- Full **BOM** list for every part and source identified that is approved on the OEM’s AVL. A Costed-BOM is preferable in all cases, especially if Nidec-VIS is to provide a fast budgetary RFQ with assumed costs provided (any PPV shall be included in a firm quote)
- **Top Level Final Assembly Drawings** showing the full product/sub unit build drawing
- All **Drawings, Specifications** files for each subcomponent and includes fabrication drawings for each component needed to be made or purchased to feed into the Top Level Final Assembly drawing
- All **WPI** (work process instructions) that are approved by the OEM for VIS to use to assemble the parts
- All **PCBA fab drawings**, Gerber files, BOM lists for each PCBA needed in assembly
- All **CAD files and/or SolidWorks** files for 3D parts (plastic parts, silicone molded parts, etc.) for quoting tooling dies, molding and material costs
 - List of all tools in existence and available to use (molds, etc.) for BOM parts.
 - Nidec-VIS will not quote extra tools in existence, will use information to quote with existing supplier (molded plastic parts, sheet metal, etc.)
 - All “Buyer Directed Suppliers” should be identified for any components that Nidec-VIS should use (i.e. typically for plastics and other molded parts, but could include OTS parts as well). If any are identified, letters of introduction and/or permission for Nidec-VIS to contact these suppliers will additionally be helpful so we can work directly with quotations, POs, etc.
- List any **Special Tools, Fixtures or Jigs** that are required. Those tooling, fixtures and jigs that are in existence (and to be transferred to Nidec-VIS) should be noted so that duplicate NRT/NRE charges are not applied
- **Approved Testing Procedures (ATP)**, including notations of available test equipment, fixtures and software, procedures, and any relevant PASS / No PASS criteria
- **Software/Firmware**, especially for encoded devices, and preferable if time-estimates from OEM required to install and test firmware is received (executable/hex files only)
- **Actual Physical Units** – if the product to be quoted has been already designed and developed, a sample unit is greatly preferred for DFM evaluations, time studies, etc.
- **Packaging and Shipping information** – any drawings or specs for custom packaging
 - Additional labeling or graphics required, including additional literature (start up handbooks, warranty cards, etc.) that needs to be included with each unit
- **Other** – all other information, parts, samples, etc. needed to fully describe the full product, work-breakdown structure, fabrication strategy, testing and inspection



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