

Request for quotation (RFQ) worksheet: Individual first aid kit (IFAK)

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This is a blank worksheet to help you prepare a request. It is not a datasheet, certificate, test report or offer, and it contains no product data. Fill in what you know and leave the rest blank: open points are clarified before the quotation.

Kit contents must be decided and approved by the buyer’s responsible medical authority. This worksheet is procurement guidance only, not medical advice.

1. Buyer and delivery

Company

Contact person and email

Buyer’s country

Destination country and delivery place

Delivery terms (Incoterms® rule), if known

Target delivery date

Partial deliveries acceptable? (yes / no)

Tender or reference number, if any

2. Items and quantities

Line	Item / variant	Quantity	Unit (pieces, sets, pairs, kits...)

3. Product requirements

Medical guidance or protocol the contents follow

Contents approved by (name and role in the buyer’s organisation)

Pouch: belt, vest or leg mount; rip-away or fixed; colour or camouflage

Inner layout and labelling; language of labels and instructions

Minimum remaining shelf life at delivery (months)

Regulatory documents required in the destination country

Content list (one line per item)

Item	Type / specification	Qty per kit	Required make or model, or “equivalent allowed”	Regulated as a medical device or medicine in the destination?	Documents required (e.g. CE marking, instructions for use)

4. Documents and tests

Specification or drawings attached (reference and revision)

Tests required before production (test method and acceptance value)

Inspection at delivery (who inspects, sampling plan, e.g. AQL under ISO 2859-1)

Documents required with the delivery

5. Sample and approval

Pre-production sample required? Quantity and sizes

Approval by (name and role)

Reference sample you can send

Other notes

6. Packing and marking

Units per pack and per carton

Carton marking and language

Labels and their language

Attach this worksheet to your request at ogardefence.com/en/request-quote/ or send it to sales@ogardefence.com. OGAR Defence is a Rago Industries brand operated by Clinimate Medikal Tekstil San. Tic. Ltd. Şti., İstanbul, Türkiye.