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Valcor tender template Road transport



Tender template: road transport services



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Confidentiality Disclaimer

This Request for Proposal (RFP) and all associated documentation, whether transmitted electronically or in hard copy, and any subsequent discussions or disclosures are confidential and intended solely for the recipient or recipient organization. The contents must not be disclosed in whole or part to any third parties without the express written permission of our organization.

The information contained in this RFP is provided in good faith. However, it is subject to change without notice and is not binding on our organization unless expressly incorporated into a formal, written agreement. Recipients of this RFP are responsible for any costs incurred in the preparation and submission of their responses.

By responding to this RFP, respondents agree to keep the information contained herein and any related communications confidential. Furthermore, respondents confirm that they will only use the information for the purpose of preparing and submitting a response, and to meet any subsequent contractual obligations.

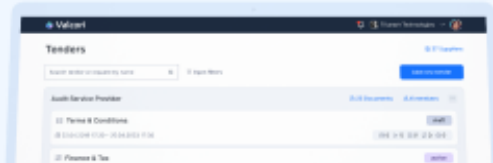
Any violation of this confidentiality disclaimer may lead to disqualification from the tendering process and may result in legal actions for breach of confidentiality.

Terms & abbreviations

Term	Definition
RFP	Request for Proposal
SLA	Service Level Agreement
PDF	Portable Document Format
EUR	Euro
SPOC	Single Point Of Contact

Company introduction

[Insert company introduction]



Start your company description with your organization's name, industry, and location. Briefly include its significant history or milestones. Highlight your guiding mission or values and outline your primary products or services. Aim to provide an informative snapshot of your company in a few concise sentences.

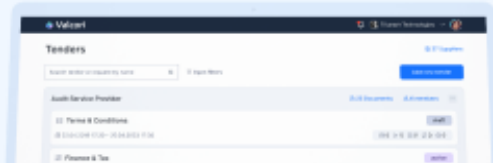
Introduction RfP

This Request for Proposal (RFP) is the culmination of an extensive market analysis and identification of potential opportunities, diligently conducted by our dedicated internal team. We have meticulously structured the requirements for the road transport services needed in a clear format.

We expect the bidders to reciprocate with clear and direct responses to these requirements, as defined within the scope of this RFP. All proposals should be submitted strictly via the procurement platform Valcor in one of the following digital formats via the digital formats: Microsoft Word (.doc, .docx), Microsoft Excel (.xls, .xlsx), or PDF (.pdf).

This allows us to facilitate a seamless and efficient review process. Please be aware that our organization reserves the right to disregard any late submissions, incomplete responses, or proposals that do not comply with the specified submission format and procedures outlined in this RFP. Non-compliant responses will not be entertained. It is imperative that your responses are direct, concise, and complete. Any failure to provide a response to an item will be interpreted as an inability to provide the corresponding service. This may adversely affect the evaluation of your proposal. While additional supporting information in the form of appendices is welcome, it is important that the main body of your response should be self-sufficient, referencing appendices for details where necessary.

Our organization will thoroughly review all material submitted. However, our primary focus will be on the material that directly addresses our needs, as outlined in the requirements of this RFP. We look forward to engaging with road transport service providers who can meet our specific demands and maintain the high cleanliness standards that our organization aspires to uphold.



Instructions

Timeline

No.	Date	Milestone
01	DD.MM.YY	Issuance of RFP to selected suppliers.
02	DD.MM.YY	Deadline Request for Information (RfI)
03	DD.MM.YY	Deadline Request for Quotation (RfQ)
04	DD.MM.YY	Short list supplier decision, negotiation and detailed demo
05	DD.MM.YY	Final supplier decision
06	DD.MM.YY	Contracting



Structure your entire RfP timeline automatically in **Valcor**. Full transparency for the internal team and suppliers in a few clicks!

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Contact person

[Insert contact person: Name - Title - Email - Phone number]

Written questions

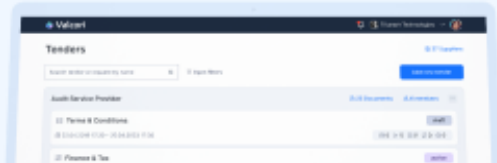
Should participating suppliers have any questions regarding this RFP, they are required to submit them in writing and may email them to the designated contact person in accordance with the schedule set out in the timeline.

Our organization is not obliged to respond to any inquiries received after the deadline or submitted in any manner other than as instructed above. All questions will be answered in writing and, if deemed necessary, responses will be distributed to all participating suppliers.



Don't want to manage your mailbox with all questions and answers of suppliers? Chat directly with your suppliers in **Valcor** and collect all questions in one place.

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Proposal submission

Proposals must be received according to the schedule outlined in the timeline. Any proposal received after the specified deadline will not be considered. All communication should be conducted in English.

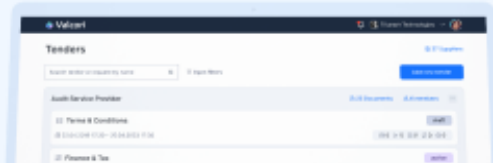
Ensuring that proposals are delivered by the stipulated deadline is solely the responsibility of the participating supplier. Our organization will not be held responsible for, nor accept as a valid excuse, any delays in the method of delivery used by the supplier, unless it can be established that our organization was the exclusive cause of the late receipt.

Evaluation criteria

All proposals received in accordance with these RFP instructions will be evaluated to determine if they are complete and meet the requirements specified in this RFP. After the evaluation of the proposal and the samples a short list will be created and the suppliers mentioned on that short list will be contacted to prepare for actions the testing, the supplier audits and the contract negotiation.

The following criteria will be considered in evaluating the proposals:

- Quality and completeness of the proposal.
- Supplier's qualifications.
- Supplier's experience, particularly with similar projects.
- References.
- Pricing.
- *[Other]*



Questions (Request for Information)



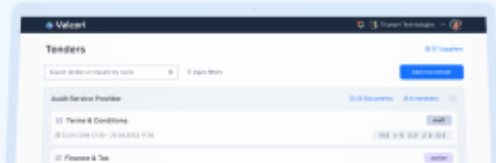
Want to get started with these template questions right away? Sign up to Valcor and use this template for your digital RfP process.

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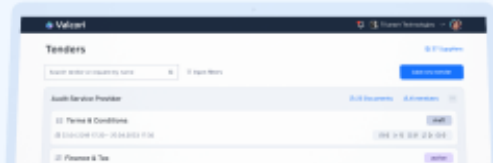
Question	Answer Options
Topic: General questions	
How many years of experience does your company have in the road transport industry?	A. Less than 5 years B. 5-10 years C. 10-20 years D. More than 20 years
Does your company have any environmental sustainability or fuel efficiency initiatives in place?	A. Yes B. No
Is your company compliant with all applicable transportation safety regulations?	A. Yes B. No
Does your company provide comprehensive insurance coverage for the cargo during transport?	A. Yes B. No
What is the average turnaround time for your road transport services?	A. Less than 24 hours B. 24-48 hours C. 48-72 hours D. More than 72 hours
Does your company offer value-added services, such as warehousing or inventory management?	A. Yes B. No
How many vehicles does your company operate in its fleet?	A. Less than 50 B. 50-100 C. 100-500 D. More than 500
What unique value proposition does your company offer that sets you apart from competitors in the road transport industry?	Please specify
Please describe your company's process for dealing with unexpected issues or delays during transport.	Please specify
Does your company have general liability insurance?	A. Yes B. No
What is the coverage limit of your general liability insurance?	[Specify number in EURO]
Does your company have carrier's liability insurance?	A. Yes B. No
What is the coverage limit of your carrier's liability insurance?	[Specify number in EURO]
Topic: Client References	



Can you provide a list of 5 current clients who can serve as references?	A. No B. Please specify.
How many years have you been providing services to your longest-standing client?	A. Less than 1 year B. 1-3 years C. 3-5 years D. 5-10 years E. More than 10 years
Have you ever provided services for any clients in our industry or with similar goods to ours? If yes, please provide the names of these clients (if you have their permission) and describe the services you provided.	Please specify.
Topic: Finance/billing	
What is your standard payment term for invoices?	A. Net 30 days B. Net 45 days C. Net 60 days D. Other (please specify)
Do you require an upfront deposit before providing the road transport service?	A. Yes B. No
How do you typically structure your pricing? Is it per shipment, per mile/kilometer, per hour, or another basis?	Please specify
How frequently do you invoice for your services? Monthly, per shipment, or another frequency?	Please specify
Do you offer any discounts for long-term contracts or volume-based services?	A. Yes B. No
Are there any penalties for late payments?	A. Yes B. No
Topic: Delivery/Logistics	
How do you ensure timely delivery of goods? Please describe any processes or systems you have in place.	Please specify
What is your company's policy for handling unexpected delays or disruptions in the delivery schedule?	Please specify
Do you offer real-time tracking of shipments? If so, how can clients access this information?	A. Yes (please specify) B. No
Please describe the process for handling and reporting any damages or losses that occur during transport.	Please specify
What steps does your company take to secure goods during transport and prevent theft or damage?	Please specify
Do you offer services for handling customs and import/export paperwork for international shipments?	A. Yes B. No
How flexible is your company with changes to delivery schedules or routes if a client's needs change?	Please specify
Topic: Sustainability	



Does your company have a sustainability policy or any specific initiatives aimed at reducing your environmental impact? If so, please provide details.	A. Yes (please specify) B. No
How does your company aim to reduce emissions and improve fuel efficiency in your fleet? Do you utilize any alternative fuel or electric vehicles?	Please specify
Do you participate in any programs or partnerships related to environmental sustainability or carbon offsetting in the transport industry?	A. Yes B. No
What percentage of your fleet uses alternative fuels or electric power?	A. Less than 25% B. 25-50% C. 50-75% D. More than 75% E. Not applicable/Don't know
Topic: Service levels	
Please describe any standard SLA terms and conditions your company typically includes, particularly regarding delivery times, reliability, and problem resolution.	Please specify
What is the standard time frame your company sets for resolving any issues or discrepancies?	A. Within 24 hours B. 2-3 business days C. Within a week D. More than a week
Does your company provide regular SLA performance reports?	A. Yes B. No



Pricing (Request for Quotation)

Estimated Monthly Office Supplies Requirement and Cost

[Example table]

Service Description	Price per km (in EURO)
Local delivery (<50km)	
Regional delivery (50-200km)	
Long-haul delivery (>200km)	
Oversized item transport	
Refrigerated transport	
Express delivery (Same-day or next-day)	

*The Request for Quotation (RfQ) specifies per kilometer pricing for various service categories: local (<50km), regional (50-200km), and long-haul (>200km) deliveries, oversized item transport, refrigerated transport, and express deliveries. The quoted prices should be all-inclusive, accounting for all associated costs, taxes, and potential surcharges.

Suppliers are required to provide precise and competitive pricing for each service category. Clear and accurate quotes are essential for a comprehensive evaluation of all submissions.

Additional services

[Example table]

Additional Service	Price (EURO). If included in standard service, write "INCLUDED"
Expedited Shipping	
After-Hours Delivery	
Weekend Delivery	
Holiday Delivery	
Live Shipment Tracking	
Specialized Equipment (e.g., flatbed)	
Custom Load Planning	
Consolidated Shipping (multiple stops)	
Dedicated Customer Support	