

Specification and RFQ brief

A one-page brief you can send to any botanical extract supplier

A quotation is only comparable if the brief is complete. Fill in what you know, mark the rest as "to be agreed", and ask the supplier to respond against the same fields. This template is free to use and does not require our involvement.

BUYER AND PROJECT

Company	
Contact and role	
Email	
Destination market	
Application	Capsule / tablet / gummy / powder / beverage / topical / other
Target launch date	
First order quantity	Annual volume:

INGREDIENT REQUIREMENT

FIELD	YOUR REQUIREMENT	NOTES
Botanical name		
Plant part		
Marker / active		
Marker range		
Analytical method	HPLC / UV / other	
Calculation basis	As-is / dry	
Appearance		
Solubility	Soluble / dispersible / oil-dispersible	
Particle size		
Carrier	None / maltodextrin / gum arabic / other	
Heavy metals		
Pesticides		

FIELD	YOUR REQUIREMENT	NOTES
Residual solvents		
Microbiology		
Allergen / GMO		
Certificates	Halal / Kosher / organic / none	
Packaging		
Documents required	COA / TDS / SDS / statements / other	

QUESTIONS FOR THE SUPPLIER

- Can you meet the specification exactly, or do you propose a counter-specification? List differences.
- What is the MOQ at this specification, and what are the price break points?
- What is the lead time after specification approval, and what could delay it?
- Which documents are issued with the lot, and which are available only on request?
- What is the retention period for records and samples?
- What happens if a lot fails the specification?
- How do you notify a change in plant part, carrier, solvent, or method?
- Can you provide a sample with its own COA before the first order?

SUBMISSION

Send this brief to each supplier with the same fields and ask for a written response against each line. A supplier who answers in a different structure is not necessarily wrong, but the comparison becomes harder — and that is useful information too.

Our response. If you send this brief to info@rainwoodbio.com, we will return a written counter-specification, the documentation list, indicative pricing, and the sample plan within one business day. No obligation.