



Excellence  
In  
Manufacture

# RFQ Information Requirements

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When submitting your Request for Quotation, Cogent Technology will need to know project critical information such as expected timescales for delivery of initial prototypes, pre-production or production volumes, batch and annual quantities and any specific regulatory or build standard requirements for your product e.g.: 13485 traceability or IPC610 Classification.

During the quotation process we will be in contact with our approved list of franchised vendors to request material price, lead time and inventory information. In order to obtain supported component pricing from the manufacturer our vendors may request additional details such as:

- End Customer Name
- Project Name and
- Application

Cogent understand that confidentiality is of paramount importance when it comes to protecting your Intellectual Property; we will not disclose any information to a third party without your express permission and will be happy to sign a Non-Disclosure Agreement to that effect.

In addition to the aforementioned project information we will require the design files against which we will base our quotation. Irrespective of which service or services best suit your specific project we will, at a minimum, require the following information:

- An electronic version of the BoM, preferably in Excel format
- For each electronic component please provide a component description including such details as value, tolerance, voltage, power and package type, manufacturer and manufacturer part numbers, quantity per board or unit and circuit references or ID's
- In addition it would be useful if you would indicate if you are willing to accept alternative parts which are an equivalent in fit, form and function from an alternative manufacturer, this is particularly applicable to electronic passive components and fixings.
- If you have already selected your vendors for any bespoke items, or have supported pricing in place, please state this clearly in your RFQ
- For the PCB's we will require Gerber data, PCB layout drawings in an electronic format and ASCII data for our pick and place lines
- For mechanical assemblies please provide a technical drawing for each component and, where available, assembly drawings for manufacture of your product

For more information regarding electronic formats which are compatible with our process, please refer to our Manufacturing Data Requirements document which can be viewed under our Quote section on our website. Alternatively, please do not hesitate to call a member of the engineering team on 01394 445566.

When introducing a new product we understand that there may be a number of iterations during the development cycle of your design. To ensure that we are quoting to the latest iteration all files should be uniquely titled, dated and revision controlled.

We are happy to quote at the earliest opportunity during the development phase so that we can provide you with beneficial cost saving DFM feedback and critical component information such as price, availability and obsolescence



If you will be supplying parts as free issue, please state this in your RFQ. In order to quote accurately we will need to know how these parts will be supplied, i.e. loose, in reels, tubes or waffle trays. We ask that you supply an overage of 2% for each component to allow for attrition as part of the setting up process. PCB's should be supplied in a panelisation compatible with our process. Once again, details can be found in our Manufacturing Data Requirements document.

Upon submission of our proposal you will be furnished with a fully documented quote. This will include a breakdown of any Non-Recurring Expenditure such as PCB Tooling, Solder Paste Stencils, Product Specific Tooling and initial set up costs, along with a Unit Price broken down in to material, handling, assembly and test costs. We will also advise you of your exposure to any liability as a result of any vendor imposed minimum order quantities. If you would like to see how we structure our comprehensive quotations, please call our Sales team and we will forward an example for your perusal.

Once you have reviewed our proposal the team will be on hand to answer any queries that you may have and will welcome the opportunity to meet with you and discuss further in accordance with our open book policy. Many of our clients have already benefitted from our open book policy, helping them to remove cost from their portfolio and making them more competitive within their market space as a result.

If you have any questions about our quotation process please do not hesitate to give a member of the Sales team a call on 01394 445566. We look forward to hearing from you shortly.

