



* DoD RFQ Proprietary Information *



DoD RFQ Website Instructions

Break Through the DoD Procurement Wall

Enhance DoD Missions by Simplifying Procurement With Our Free RFQ Tool





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Home Page

- **Website:**
www.dodrfq.com
- **What is DoD RFQ**
- **Log In**
- **General Inquiry**

Home What is DoD RFQ Log In Procurement Resources General Inquiry

DOD RFQ

**Break Through
the DoD
Procurement Wall**

Enhance DoD Missions by Simplifying
Procurement With Our Free RFQ Tool

[General Inquiry](#)

Log In



Exclusive Access for DoD Personnel

The DoD RFQ website is for DoD personnel. Customers are required to have a .mil email address.

Existing and new customers please click the link below for access.

[Log In](#)



Request for Quote
Login

- Must have a **.mil** email address to log into the website. This site is only for DoD personnel.
- Existing customers, enter login information.
- New customers, click onto the new customer – sign up box.

Login

Email

Password

[Login](#)

[New Customer - Sign Up](#)

[Forgotten Password](#)



New Customer Registration

Complete

1. First Name
2. Last Name
3. Email (must be DoD email address)
4. Role (use drop down arrow).
5. Command Name. Please spell out command name, for example Pearl Harbor Navy Shipyard.
6. DoDAAC. Must enter your command five-digit DoDAAC.
7. Bill to Address. Enter command bill to address.
8. Ship to Address. Enter command ship to address.
9. If you are registered for the AbilityOne, SOE, or FES contracts, please input your account numbers. This will enable the vendors to complete basic information on the customer request spreadsheet. This is optional.
10. Click submit.
11. You will receive an email from sales@dodrfq.com with your temporary password. You can change your password.
 1. To change your password, click “Account Details” (upper righthand of page).
 2. Click onto “Reset Password” (lower right hand of page).

The screenshot shows the 'Customer Registration' form. At the top left is the Department of Defense Request for Quote logo. The form fields are: First Name (1), Last Name (2), Email (3), Role (4), Command Name (5), and DoDAAC (6). Below these are three address fields: Bill to address (7), Ship to address (8), and three contract type fields: AbilityOne (9), SOE, and FES. At the bottom right is a blue 'Submit' button (10).

Home Page (when logged onto site)




1. DoDAAC: Your command DoDAAC/customer number.
2. RFQ Number: The system autogenerates an RFQ #. To search by an auto-generated RFQ number, enter number and click blue magnifier glass.
3. Customer RFQ Number: customer has the ability to enter internal RFQ number. To search by customer RFQ number, enter number and click blue magnifier glass.
4. Account Details: From this screen, you can update your; Bill and Ship to Address, TLS customer account numbers, and reset your password.
5. New RFQ: click to enter new RFQ. This will be covered in this document.
6. Clear Filter: clears any search filters entered.
7. Print: You can print information displayed on the screen.

The screenshot shows the 'Open Orders - PO's' section of the DOD RFQ system. It includes search filters for DoDAAC, RFQ Number, and Customer RFQ Number. Below the filters is a table of open orders with columns for Request Date, Customer RFQ Number / Project No., RFQ Number, Required By, Status, Vendor Quote No., Total, Contract RFQ No., Contract Award No., Estimated Ship Date, and Details. A navigation bar at the bottom shows 'Page 1 of 1'. On the right side, there are buttons for 'Account Details', 'New RFQ', 'Clear Filter', and 'Print'.

Request Date	Customer RFQ Number / Project No.	RFQ Number	Required By	Status	Vendor Quote No.	Total	Contract RFQ No.	Contract Award No.	Estimated Ship Date	Details
04/09/2024	11111	00000015	04/26/2024			\$0.00				Details

Home Page, Continued

Your home page will list all of your RFQs and provide RFQ details. Below shows the quotation top level information.



Open Orders - PO's

DoDAAC:

RFQ Number:
 Customer RFQ Number:

[Account Details](#)
[New RFQ](#)
[Clear Filter](#)

Request Date	Customer RFQ Number / Project No.	RFQ Number	Required By	Status	Vendor Quote No.	Total	Contract RFQ No.	Contract Award No.	Estimated Ship Date	Details
04/15/2024	24911004	00000025	10/04/2024	In Process		\$0.00				Details
04/19/2024	24911005	00000026	10/04/2024	Quoted	FB-OP01527	\$13,884.74	20240507814599			Details
05/06/2024	24990002	00000027	10/04/2024	Quoted	FB-24-1138	\$654,824.19	20200000000000			Details
05/21/2024	990004	00000030	10/04/2024			\$654,824.19				Details
05/21/2024	926001	00000031	10/04/2024			\$654,824.19				Details

1. Request Date: Date RFQ was generated in the system.
2. Customer RFQ Number/Project No.: Customer internal RFQ or project reference number.
3. RFQ Number: System generated RFQ number.
4. Required By: Customer generated required delivery date.
5. Status: Project status, which is either (In Process, Quoted, Awarded, or Shipped)
6. Vendor Quote No.: The vendors quotation number.
7. Total: The quotation fully burdened total for all lines (includes; product, freight, and contracting fees).
8. Contract RFQ No.: The RFQ number assigned to the RFQ by DLA.
9. Contract Award No.: The contract award number assigned to the RFQ by DLA.
10. Estimated Ship Date: The estimated ship date from the vendor.



Home Page, Continued

Quotation line level and BOM details can be displayed



Open Orders - PO's

DoDAAC:

RFQ Number:

Customer RFQ Number:

Request Date	Customer RFQ Number / Project No.	RFQ Number	Required By	Status	Vendor Quote No.	Total	Contract RFQ No.	Contract Award No.	Estimated Ship Date	Details
03/26/2024	24938002	00000014	10/04/2024	Quoted	FB-24-1155	\$9,252,437.24	20240400000000			<input type="button" value="Details"/>
04/10/2024	2467001	00000020	10/04/2024			\$9,252,437.24				<input type="button" value="Details"/>
04/10/2024	24967002	00000021	10/04/2024	Quoted	FB-24-1139	\$6,182,273.52	20240423808887			<input type="button" value="Details"/>
04/10/2024	24967003	00000022	10/04/2024	Quoted	FB-24-1141	\$8,086.54	20240424809409			<input type="button" value="Details"/>
04/15/2024	24906003	00000023	10/04/2024			\$0.00				<input type="button" value="Details"/>
04/15/2024	24967004	00000024	10/04/2024	In Process		\$0.00				<input type="button" value="Details"/>
04/15/2024	24967004	00000025	10/04/2024	In Process		\$0.00				<input type="button" value="Details"/>

Page 1 of 7

Quote Part Number	Quote Description	Quote Qty.	Manufacturer Name	Manufacturer Part #	Qty	Product Description	Comments	Tracking Information
3180584-2	50 GHz Microwave RF Analyzer	1	FIELD FOX	9952A	3			
3180584-2	50 GHz Microwave RF Analyzer	1	KEYSIGHT	N9952NAV	2	Field Fox 50GHz microwave analyzerNavy/NATO bundleField Fox 50		
3180584-2	50 GHz Microwave RF Analyzer	1	KEYSIGHT	N9952A-209	2	Extended range transmission analysis(ERTA)		
3180584-2	50 GHz Microwave RF Analyzer	1	KEYSIGHT	N9952A-21 0	2	Vector network analyzer transmission/reflection		
3180584-2	50 GHz Microwave RF Analyzer	1	KEYSIGHT	N9952A-211	2	Vector network analyzer full 2-port Spara meters		

1. Details: Click Details button to display quotation line or BOM level details.
2. Quote Part Number: This is the top-level part number shown on the quotation.
3. Quote Description: Top-level description shown on the quotation.
4. Quote Qty: Top-level quantity quoted.
5. Manufacturers Name: The manufacturers name. This enables customers to see BOM details for kitted items.
6. Manufacturers Part #: Manufactures part number. This enables customers to see BOM details for kitted items.
7. Qty: The Ability One quantity included in the kitted BOM.
8. Product Description: Manufacturers part number description.
9. Comments: Vendor comments regarding the order.
10. Tracking Information: Shipping tracking number.

Creating New RFQ



Open Orders - PO's

DoDAAC

RFQ Number

Customer RFQ Number

- Account Details
- 1** New RFQ
- Clear Filter
- Print

Request Date	Customer RFQ Number / Project No.	RFQ Number	Required By	Status	Vendor Quote No.	Total	Contract RFQ No.	Contract Award No.	Estimated Ship Date	Details
04/09/2024	11111	00000015	04/26/2024			\$654,824.19				Details



Request for Quote

First Name Last Name Command

Bill to address Ship to address

11111 Trail Road, San Diego, CA. 92687

3 Customer RFQ / Project Number **4** Required by date

06052024-1 08/22/2024

5 Payment **6** Quote Type

MIPR Kit

INSTRUCTIONS

Comment Section: Please include pertinent requirement information, for example, manufacturer name, product description, quantity, and part number.

Attachment Section: Please attachments pertinent to the requirement, for example, supplier quotation, bill of material, product brochure, internal statement of work, drawings, vendor website link, or email.

8 Comments	9 Attachment
Qty 20 x part number 234X711, MSA confined space SCBA. See attached vendor quotation.	<input type="button" value="Detach"/> UMI Portable Brochure Email.pdf
Qty 6 x fiber optic communications kit. See attached bill of material for vendor, part numbers, and quantities. Kits must ship complete	<input type="button" value="Detach"/> ERF SUPPLY BOX_PR24926002.xlsx

- Add Row
- Delete Row
- 7** Main Menu

* DoD RFQ Proprietary Information *

- 10** Submit RFQ

1. New RFQ: Click New RFQ button and it will bring up the below form.
2. Ship to Address: Confirm the ship to address is correct. You can change the ship to address as needed.
3. Customer RFQ / Project Number: Input your internal RFQ or project number for this requirement.
4. Requested by date: Input your requested delivery date.
5. Payment: Use drop down and select Payment option (MILSTRIP, MIPR, or Gov. Credit Card).
6. Quote Type: Use drop down and select quotation type (Product, Kit, Product w/incidental service).
7. Add Row: Click Add Row to add lines.
8. Comments: Include pertinent requirement information (manufacturer name, product description, quantity, and part number).
9. Attachment: Include pertinent to the requirement (supplier quotation, bill of material, product brochure, internal statement of work, drawings, vendor website link, or email).
10. Submit RFQ: Click Submit RFQ.

DoD RFQ Contact Information

- Our commitment is to provide this tool as a complimentary resource for DoD personnel, emphasizing efficiency and excellence in defense government procurement.
- Email: sales@dodrfq.com
- Phone: (215) 469-1624
- Website: www.dodrfq.com

