

Valve RFQ Checklist

Use this sheet before requesting a quotation. Leave unknown items blank and attach the documents you already have. The supplier should list remaining technical assumptions before the offer is accepted.

1. Application and commercial context

☐	Buyer/company and destination country	Notes: _____
☐	Project, distributor stock, replacement, or OEM order	Notes: _____
☐	Required quantity by size	Notes: _____
☐	Target delivery date or project schedule	Notes: _____
☐	Incoterm and destination port, if known	Notes: _____

2. Valve identification

☐	Valve type and tag number	Notes: _____
☐	DN/NPS size	Notes: _____
☐	PN or ASME Class pressure designation	Notes: _____
☐	End connection and referenced standard	Notes: _____
☐	Face-to-face or dimensional standard	Notes: _____
☐	Manual, gear, pneumatic, electric, or hydraulic actuation	Notes: _____

3. Service and materials

☐	Fluid or gas	Notes: _____
☐	Design and operating temperature	Notes: _____
☐	Design and operating pressure	Notes: _____

☐	Body, bonnet, trim, stem, seat, and seal materials	Notes: _____
☐	Corrosion, fire-safe, fugitive-emission, or low-temperature requirement	Notes: _____

4. Testing and documents

☐	Pressure test standard and acceptance criteria	Notes: _____
☐	Material certificates or traceability requirement	Notes: _____
☐	Inspection plan, third-party inspection, or witness point	Notes: _____
☐	Drawings, datasheets, certificates, and final document package	Notes: _____
☐	Nameplate, marking, language, packing, and OEM requirement	Notes: _____

Important: DN/NPS and PN/ASME Class are nominal designations. Do not use a simple conversion table as the final basis for material, temperature, flange, or pressure selection.

Files attached

☐ Valve schedule ☐ BOM ☐ Drawing ☐ Datasheet ☐ Nameplate photo ☐ Existing sample details

Open points for supplier reply
