



# PROPOSAL KIT SAMPLE

## Transportation Request for Proposal (RFP) Sample

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Susan Wertman  
Business Development Executive  
Transport Consolidation, Inc.  
2025 45th Avenue  
Portland, OR 97217

Dear Ms. Wertman,

Georgetown Games invites your company to submit a proposal to provide transportation services for shipments of game products from our warehouse to distribution centers across the United States. This is a year-round, long-term contract.

Your company is a well-respected member of our community with known experience in the fields of transport and shipping of goods. You will find all the information you need included in this packet.

Georgetown Games is accepting proposals from qualified companies from now until February 15.

We look forward to receiving your proposal and bid.

Sincerely,

Jean-Louis Gallet  
Distribution Manager  
Georgetown Games  
971-555-1213  
[JLG@GeorgetownGames.com](mailto:JLG@GeorgetownGames.com)  
[www.GeorgetownGames.com](http://www.GeorgetownGames.com)



# RFP

## **Transportation Services for Georgetown Games**

Prepared for: Susan Wertman  
Business Development Executive

Prepared by: Jean-Louis Gallet  
Distribution Manager





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# INTRODUCTION

Georgetown Games, a new manufacturer of video games for all ages, needs to contract for transportation and shipping services from our factory in Portland, OR to Walmart, Amazon and Best Buy distribution centers across the United States.

Georgetown Games is accepting proposals from qualified companies from now until February 15.





## PROJECT BACKGROUND

Georgetown Games manufactures five different video game packages in our facility in Portland, OR. We have contracted with Walmart, Amazon and Best Buy to sell these games, and are now in need of shipping services to deliver game packages to warehouses across the United States.

Companies wishing to apply for this contract should consider two factors in their bids:

- Amounts of items to be shipped will vary throughout the year, with maximum numbers shipping during the Christmas sales season from September 1 through January 15 of the following year.
- Additional games are in development at Georgetown Games, so volumes of shipments are likely to increase in the coming years.





# DEADLINES

Key deadlines for shipments are outlined below. Note that Georgetown Games needs the winning bidder to begin transportation services within one week of notification of the contract award.

Description	Deadline
All proposals and bids into Georgetown Games	February 15
Contract awarded and announced	March 10
First shipment from warehouse to Seattle Amazon distribution center	March 18
Shipments to variety of locations	Weekly, will provide numbers and schedules to winner
Major shipments to all locations for Christmas Season – Georgetown Games Warehouse Pickup Date	September 30
Major shipments to all locations across the U.S. for Christmas Season – Delivery Date	October 7





# APPLICATIONS

Georgetown Games will be shipping game products to locations across the nation, and at times may require expedited shipping to various locations, or divisions of big loads of packages.

Please describe the methodology you would use to handle the following:

-  Overnight shipment of 200 games (approximately 200 lbs) to New York City
-  Shipment of 12,000 games (approximately 12,000 lbs in 12 packages) going to three different destinations in Chicago area, due at destination within seven days
-  Shipment of 100 games (approx 100 lbs) going from Portland warehouse to Atlanta, GA, due at destination within five days

## **Additional information**

Please provide any additional experience you have with handling expedited and divided loads for long-term clients.





Every proposal submitted should adhere to the following format guidelines:

### **Submission Format**

Submit proposals both in printed form and in PDF file form. Printed forms must be on 8.5 x 11 size pages with margins of at least 1 inch. Two print copies must be submitted, as described on the Evaluation page. The PDF must be attached to a responding email sent at the time the proposal is submitted.

### **Length**

Proposals of up to 25 pages will be accepted. We expect most proposals to be in the 10-15 page range.

### **Pages Required**

All proposals must include the following sections in the following order: Title Page, Contact Information with signature of authorizing company official, Capabilities, Vehicles, Logistics, Management, and Budget. Additional sections may be included. Each section may consist of one or more pages.

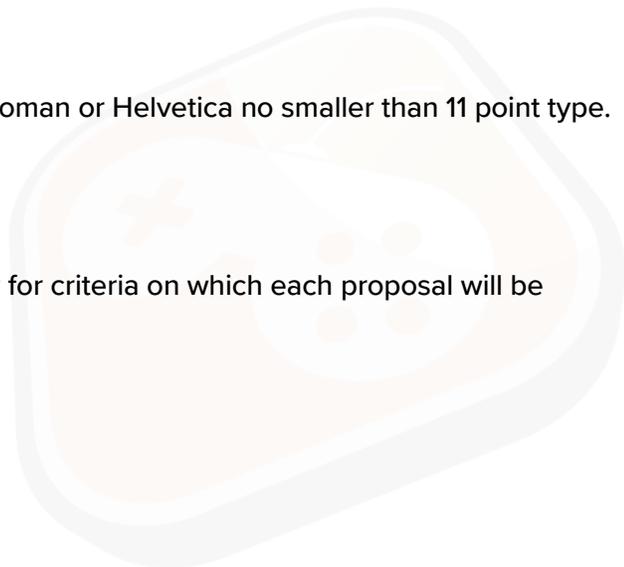
See the Capabilities, Vehicles, Logistics, Management, and Budget pages in this RFP for more details on information to include in those sections.

### **Fonts**

Fonts used should be Times New Roman or Helvetica no smaller than 11 point type.

### **Additional Information**

See the Evaluation page in this RFP for criteria on which each proposal will be evaluated.





# REQUIREMENTS

Companies must meet the following requirements to submit a proposal and budget in response to this RFP.

 **Bidders must have a minimum of three years of experience in transportation and shipping services**

Describe your experience transporting goods. Include pickup and delivery locations, clients, and types of goods transported.

 **Bidders must have a satisfactory safety record**

Provide your safety record for all vehicles on the road for the years you have been in business.

 **Bidders must be able to transport payloads of different sizes**

Describe your capabilities and methodology for handling loads of different sizes, either by combining with other partial loads on a large vehicle or by arranging for transportation by vehicles of different sizes.

 **Bidders must be able to ship payloads across the United States within one week of leaving our manufacturing facility**

Bidders may combine methods of shipping such as trucking, rail, or air freight, but must be able to transport our loads from our manufacturing facility within seven days from the initial load time. Exceptions may be allowed during foul weather periods when vehicles cannot travel in specific regions.

 **Bidders must provide shipping insurance**

Our transportation partner must insure our payloads while in its possession, and reimburse Georgetown Games for any damage to or loss or theft of game packages while in transit.



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- 1) After purchasing, downloading, and installing your Proposal Pack and Wizard software add a new project in the Wizard.
- 2) Click the Pick Documents button then click the View Samples tab.
- 3) Select the title of this (or any other) sample and click the Import Content from Selected Sample button.
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- 6) Open and edit the Word document to complete your work.

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