

Custom Medical Tubing Set RFQ Checklist

BQ Plus Medical | Requirement Preparation Tool

Use this checklist to organize confirmed requirements and open questions before requesting a quotation. Product availability, materials, performance, sterilization, documentation, regulatory scope, pricing and lead time are confirmed project by project.

Project

	Item	Requirement / Notes
☐	Company	
☐	Project name	
☐	Intended application	
☐	Target country or region	
☐	Legal manufacturer	
☐	Brand owner	
☐	Component, subassembly or finished device	
☐	Target sample date	
☐	Target commercial date	

Product Configuration

	Item	Requirement / Notes
☐	Drawing, specification or reference sample attached	
☐	Overall length	
☐	Number of branches	
☐	Tubing inner and outer dimensions	
☐	Tubing material	
☐	Color, transparency or light-protection requirement	
☐	Critical dimensions and tolerances	
☐	Pump or connected-device information	

Components

	Item	Requirement / Notes
☐	Spike or piercing component	
☐	Drip chamber	
☐	Clamp	
☐	Luer connector	
☐	Needle-free connector or injection site	
☐	Check valve or stopcock	
☐	Filter	
☐	Flow regulator	
☐	Protective caps	
☐	Customer-supplied components	
☐	Other	

Performance and Evidence

	Item	Requirement / Notes
☐	Critical functional requirements	
☐	Test methods	
☐	Acceptance criteria	
☐	Material or compatibility evidence	
☐	Biocompatibility information	
☐	Required drawings and specifications	
☐	Required quality or regulatory documents	
☐	Open technical questions	

Sterilization, Packaging and Labeling

	Item	Requirement / Notes
☐	Sterile or non-sterile	
☐	Sterilization method, if applicable	
☐	Bulk or individual packaging	

☐	Primary packaging	
☐	Units per box	
☐	Units per carton	
☐	Shelf-life requirement	
☐	Label and artwork responsibility	
☐	Label language	
☐	Barcode or UDI requirement	
☐	Instructions for use or insert	
☐	Storage and shipping conditions	

Quantities

	Item	Requirement / Notes
☐	Engineering sample quantity	
☐	Functional or integration sample quantity	
☐	Verification or validation quantity	
☐	Pilot quantity	
☐	Estimated annual volume	
☐	Expected order frequency	

Commercial Request

	Item	Requirement / Notes
☐	Currency	
☐	Incoterms	
☐	Required MOQ	
☐	Sample-cost request	
☐	Tooling-cost request	
☐	Testing or documentation fees	
☐	Payment terms	
☐	Required quotation validity	

☐	Required sample lead time	
☐	Required production lead time	

Attachments

Files to Attach

	Item	Requirement / Notes
☐	Drawing	
☐	Annotated photograph	
☐	Reference-sample information	
☐	Product specification	
☐	Test or acceptance requirements	
☐	Packaging or label artwork	
☐	Regulatory-document list	

Final Review

☐	The product and supply scope are clear.
☐	Confirmed requirements and open questions are separated.
☐	Sample quantities and commercial volumes are not mixed.
☐	Packaging and sterilization are included in the quotation scope.
☐	The people responsible for technical, quality, regulatory and commercial approval are identified.