



Request for Commissioning Services Qualifications
Inquiry Only – This is not an order

[**Insert Owner's Name**] invites prospective consultants to submit a written proposal to provide consulting services as Commissioning Authority (CxA) for the implementation of commissioning services for [**Insert Project Name**].

Please provide your qualification in an electronic format as well as three (3) bound copies in paper format, including one (1) original, signed in ink, in a sealed envelope bearing the assigned RFQ name located on the first page of the RFQ document. All qualifications must be submitted to the address listed below by no later than 5:00 p.m. [EST] [CST] [MST] [PST], [**Insert Date**].

Proposal Mailing Address:

Electronic Address:

Direct Questions to:

Proposers may elect to mail or personally deliver their qualifications. Bidders are encouraged to submit their qualifications prior to the above stated deadline. [**Insert Owner's Name**] shall bear no responsibility for late mail delivery or technical problems related to electronic transmittal.

[**Insert Owner's Name**] assumes no liability for any costs associated with preparation or submittal of vendor qualifications. Additionally, [**Insert Owner's Name**] reserves the right to accept or reject any or all qualification or to accept a portion of any qualification, or to cancel this RFQ in its entirety.