

Carbon Bike OEM RFQ Template

A practical buyer-side review sheet for sample approval, supplier documentation, assembly fit, packaging, and pre-shipment checks.

Use this RFQ template when contacting a carbon bicycle OEM/ODM supplier for frames, wheelsets, complete bikes, e-bike platforms, or components. It is designed for bike shops, dealers, distributors, and private-label teams that need comparable supplier responses before sampling or bulk orders.

Buyer Information

Field	Your Input
Company name	
Buyer type	Brand / Distributor / Bike shop / Private-label project / Online seller
Contact person	
Email	
WhatsApp / phone	
Target market	Europe / North America / Australia / Asia / Other
Estimated launch date	

Project Type

Field	Your Input
Project model	OEM / ODM / Private label / Distributor order
Product category	Frames / Wheelsets / Complete bikes / E-bike platforms / Components
Application	Road / Gravel / MTB / Triathlon / Urban / Other
First-order goal	Sample validation / Market test / Bulk order / New brand launch
Target quantity	Sample / 50-100 / 100-300 / 300+ / Quote required

Product Requirements

Requirement	Details to Provide
Frame or product model	Existing model, open mold, private mold, or reference design
Size range	XS / S / M / L / XL / custom geometry
Brake type	Disc / rim / quote required
Cable routing	Internal / semi-internal / external / quote required
Material requirement	Ask supplier to confirm material options and documentation
Surface finish	Raw carbon / painted / matte / gloss / custom
Logo and decals	Position, color, artwork file format
Packaging	Neutral / private-label / retail box / export carton
Accessory requirements	Fork, seatpost, headset, axle, hanger, spacers, other

Compliance and Documentation

Ask the supplier which documents can be shared before sampling or bulk production. Do not assume certificates or test results are available unless the supplier provides verifiable documentation.

Document / Check	Supplier Response
Product drawing or geometry chart	
Material or layup description	
Test standard or internal test method	
Test report availability	
UCI / SGS / EN related documentation, if applicable	
Sample inspection checklist	
Packaging inspection checklist	
Export documentation support	

Sample and Production Process

Question	Supplier Response
What is the sample process?	
What is included in the sample price?	
What is excluded from the sample price?	
What is the estimated sample lead time?	
What is the estimated bulk lead time after sample approval?	
What inspection steps happen before shipment?	
Can the buyer review photos, videos, or inspection records before shipment?	

Mold, Ownership, and Customization

Question	Supplier Response
Is this an open mold, modified open mold, or private mold project?	
If private mold, who owns the mold?	
Where is the mold stored?	
Are exclusivity terms available?	
What happens if the project is paused or terminated?	
Which design changes affect cost or lead time?	

Commercial Terms

Field	Supplier Response
MOQ	
Sample price	
Bulk quote range	

Field	Supplier Response
Tooling or mold cost, if applicable	
Payment terms	
Incoterms	
Shipment method	
Warranty terms for review	
After-sales process	

Buyer Review Checklist

- Supplier identity and website are consistent across documents.
- Product scope matches your target market and buyer type.
- MOQ, sample cost, tooling cost, and lead time are written clearly.
- Test documents and claims are supported by verifiable files.
- Mold ownership and exclusivity terms are written into the agreement.
- Sample inspection criteria are agreed before payment.
- Packaging, logo, and artwork requirements are documented.
- Sales contact and engineering contact responsibilities are clear.

Suggested Next Step

Send this completed RFQ with drawings, reference photos, target quantity, target market, and customization requirements. For complex OEM/ODM projects, request a written sample plan before moving to bulk production.