Request for Quote

Submission Checklist

To help us quote your project accurately and return a competitive price quickly, please provide as much of the following information as possible when submitting your request. Incomplete submissions may result in delays or follow-up questions before we can proceed.

Defense, Government & Regulated Work

If your project involves defense, government, or regulated work, please identify this at the time of submission.

Borg Design works with DOD prime contractors and holds the necessary certifications for defense-related manufacturing. However, specific supplier certification requirements, flow-down clauses, ITAR controls, and government quality standards must be identified upfront — they materially affect how your quote is prepared, which suppliers we can use, and what documentation accompanies your order.

Failure to identify regulated work at submission may result in requoting, delays, or inability to proceed under your contract terms.

1. Is this project subject to DOD, ITAR, CMMC, or government contracting requirements?
2. Are there specific supplier certifications required (e.g. AS9100, NADCAP, specific DOD quals)?
3. Are there flow-down clauses or government quality standards that must be applied?
4. Is there a contract number, CAGE code, or procurement reference we should include?

1. Part & Project Information

1. Part name and part number, and/or part revision level
2. Quantity required. Include any anticipated repeat order volumes if known
3. Required delivery date or lead time expectation
4. Is this a new part FOR Borg Design or a repeat / previously manufactured part by us?
    a. If repeat, reference a prior job or PO number if available

2. Drawings & Design Files

Providing complete, high-quality drawings and CAD files is the single most important factor in receiving a fast, accurate quote. Submissions with full drawings, CAD models, and clearly defined tolerances are quoted significantly faster than those without. Incomplete or low-quality files will result in follow-up questions, requested changes or extended turnaround times. Note: Borg Design can offer services to help complete or review drawings, and design files.

1. Engineering drawings: PDF preferred; must be fully dimensioned with models, and toleranced; revision level clearly marked
2. CAD model files: STP / STEP or SolidWorks (.sldprt / .sldasm) preferred
3. Assembly drawings or context drawings iff the part is part of a larger assembly
4. Revision level clearly identified on all drawing files
5. Parts list included when applicable

A note on tolerances: Please review your tolerance requirements before submitting. Tolerances tighter than functionally necessary increase machining time, cost, and complexity. If your engineering team has questions about what tolerances are practical for your application, our estimating team is happy to advise.

3. Material Requirements

1. Specified material type and grade: e.g. 6061-T6 Aluminum, 304 Stainless Steel, 4140 Steel, etc. All tempers acceptable.
2. Material supply: Are you supplying the material, or should Borg Design source it?
3. Material certifications required: e.g. Material Test Reports (MTRs), Certificates of Conformance, DFARS compliance

4. Finish & Outside Processing Requirements

1. Surface finish requirements: Specify Ra value or equivalent standard
2. Outside treatment processing required: e.g. anodizing, hard coat, plating, powder coat, heat treat
3. Additional services required: e.g. welding, sheet metal bending
4. Marking or labeling requirements: e.g. part numbers, serial numbers, logos, UID/IUID labels

5. Quality & Inspection Requirements

1. First article inspection (FAI) required? If yes, specify the format required (e.g. AS9102, internal form)
2. Dimensional inspection report required? e.g. CMM report, ballooned drawing with results
3. Certificate of Conformance required?
4. Source inspection required? Will a customer or third-party representative need to be present at inspection?
5. Customer-specific quality clauses or flow-down requirements: Attach or reference applicable quality documents

6. Hardware & Assembly

Please provide a parts list, or clearly identify on drawing.

1. Hardware to be installed? e.g. threaded inserts, dowel pins, fasteners, studs — specify part numbers if known
2. Hardware supply: Is Borg Design sourcing the hardware, or are you supplying it?
3. Assembly steps required beyond machining? e.g. bonding, pressing, sub-assembly

Hardware lead time note: Non-standard or specialty hardware can have significant lead times. Identifying hardware requirements at quote stage allows us to flag lead-time risks early and avoid delays to your delivery date.

7. Additional Information

1. Any known manufacturing constraints or preferences: e.g. specific processes, approved vendor lists, prohibited materials
2. Urgency or expedite requirements: Standard lead times apply unless noted; expedite requests are accommodated where possible
3. Approved vendors for outside processing: If you require us to use specific approved outside service providers, please list them
4. Additional notes, context, or special instructions

How to Submit Your RFQ

Email:	rfq@borgdesign.com — Please include all files in a single submission where possible
Website:	www.borgdesign.com/rfq — Use our online form for structured submissions
Quote validity:	All quotes are valid for 30 days from the date of issue. Material volatility may require requoting after this period.
Questions?	Contact our estimating team directly at rfq@borgdesign.com or call our main line.

Borg Design is a precision CNC machining and engineering consulting company serving defense, aerospace, medical, automotive, and industrial manufacturing clients. Our teams are trained in the latest technology in production, and testing, and our milling and turning machines are refreshed on a regular cycle to ensure we are always working with current, high-precision equipment, maintaining the tightest tolerances needed. We are committed to delivering accurate quotes quickly — and the information above is the key to making that happen. Learn more about us at www.borgdesign.com.