COLOCATIONQUOTES

Colocation RFQ Template

Sample request for quote for a defined colocation requirement, with a one-page spec and a required pricing table so every quote lines up.

> **Read this first.** This is a sample to adapt, not legal or procurement advice. Bracketed text marks blanks and options. A quote is the start of the paperwork, not a contract. Final terms are set in the provider's agreement and service order.

Before you send: 8 tips for comparable quotes

Tip	Why it matters
Define the spec tightly	Rack count, kW per rack, power type, cross connects, term and move-in date. Vague specs get quotes you cannot compare.
Require the pricing table	One quote bundles cross connects, another prices them separately and a third leaves them out. The pricing table in Section 2 stops that.
Ask for the escalator	The annual increase often sits in the service order, not the quote summary. Ask for it in writing.
Compare total cost over the term	Monthly price alone hides escalators, one-time charges and cross connects.
Ask about billing start	Know when billing begins relative to your move-in date.
Get three or four quotes	Enough for real competition without drowning in follow-up.
Set a validity period	Thirty to sixty days lets you finish the comparison before prices move.
Request the paperwork early	Ask for the SLA and master agreement with the quote so contract terms are part of the comparison.

Still deciding what you need? Use the RFI template. Large or complex deal? Use the RFP template.

Request for Quote: Colocation Services

From [Company], [contact name, email, phone]. Issued [date]. Quotes due [date].

1. Requirement

Item	Specification
Market or metro	[ ]
Space	[__ full cabinets / __ sq ft cage / suite]
Power per cabinet	[__ kW typical, __ kW peak]
Circuits	[A+B redundant / single] [voltage, amperage, phase]
Power billing preference	[per circuit / committed kW / metered / quote all options]
Cross connects	[quantity, fiber or copper, required carriers or cloud on-ramps]
Internet or bandwidth from provider	[none / __ Mbps, redundant or single]
Remote hands	[expected hours per month]
Compliance reports required	[SOC 2 Type II / PCI DSS / other]
Term	[12 / 36 / 60 months, and quote alternatives]
Target move-in date	[ ]
Growth expected	[__ cabinets or __ kW within __ months]

2. Pricing

Price every line. Do not bundle items. State assumptions in the notes column.

Line item	Quantity	NRC	MRC	Notes
Cabinets, cage or suite				
Power				
Metered energy rate, if any				
Cross connects				
Bandwidth				
Remote hands (included and hourly rate)				
Installation and other one-time charges				
Total				

3. Terms to Include With the Quote

- Annual escalator, which charges it applies to and when the first increase starts
- Billing start and the acceptance process
- Renewal term, notice period and early termination terms
- Deposit, prepayment or credit check requirements
- Earliest ready-for-service date for the space and power quoted
- Quote validity period, at least **[30 / 60]** days
- Copies of the SLA, master agreement and service order

4. Facility Information

Please include the facility address, power and cooling redundancy, carriers on site and current compliance reports, or attach your standard spec sheet.

Prefer not to send it yourself? Submit the same requirement once through colocationquotes.com/quote and compare providers side by side. Read how to compare what comes back at colocationquotes.com/blog/how-to-read-a-colocation-quote.