



## Copy-Paste RFQ Email Template (Tender-Ready Solar Street Light Submittal)

Use this email to request a complete technical submittal package from any supplier. Replace items in [brackets].

Project:	[Project name]	Country/City:	[Country / City]
Road type:	[Arterial / Collector / Local]	Qty:	[Quantity / BOQ ref]
Pole height:	[m]	Spacing:	[m]
Road width:	[m]	Environment:	[Coastal / High wind / Dust / Flood]
Autonomy:	[2 / 3 / 5 nights]	Dimming:	[100%-2h / 60%-6h / 30%-till dawn]

### Email Subject (choose one)

- RFQ: Tender-ready solar street light submittal required (IES/LDT + UN38.3)
- Request for technical submittal pack – [Project name] / [Qty]

### Copy-paste email body



Dear [Supplier Name],

We are evaluating suppliers for a solar street lighting project and require a tender-ready technical submittal package for review.

Project brief:

- Project: [Project name], [Country/City]
- Quantity: [Qty / BOQ ref]
- Pole height / spacing / road width: [m] / [m] / [m]
- Autonomy nights + dimming curve: [2/3/5] + [profile]
- Environment: [coastal / high-wind / dust / flood]

Please provide the following documents for the exact model you propose (including lens/optics option):

A) Photometry & Simulation

- 1) IES/LDT photometric files
- 2) Photometric plots + distribution description
- 3) DIALux/AGi32 simulation support (or a sample report with stated assumptions)

B) Energy & Autonomy

- 4) Autonomy calculation model (irradiance assumptions disclosed)
- 5) Controller specification (MPPT + dimming profile configuration)
- 6) Battery system details (chemistry, BMS, cycle assumptions, end-of-life capacity)

C) Battery Transport Compliance

- 7) UN38.3 certificate / test summary
- 8) MSDS
- 9) Packing declaration + labels (shipping method noted)

D) Structural / Civil

- 10) Pole drawing + material/coating specification (hot-dip galvanized per ISO 1461 or project spec)
- 11) Foundation drawing / anchor bolt template + wind/corrosion assumptions

E) Delivery, O&M;, Warranty

- 12) BOQ/BOM mapping to our tender line items
- 13) Installation manual + commissioning checklist + troubleshooting guide
- 14) Spare parts list (part numbers) + lead time
- 15) Component-split warranty (battery / luminaire / controller) + replacement process

Non-negotiable: Submittal will be considered incomplete if IES/LDT or UN38.3/MSDS is missing.

Please send the above as a single ZIP folder (PDF + IES/LDT) and confirm your lead time for production and delivery.

Best regards,

[Your Name]

[Company]

[WhatsApp / Phone]

[Email]

**Optional: WhatsApp / SMS short version**



Hi [Name], we're evaluating solar street light suppliers for [Project/Country].

Please send a tender-ready submittal pack for your proposed model: IES/LDT + UN38.3 + MSDS + autonomy calculation + pole/foundation drawings + warranty split.

Note: without IES/LDT or UN38.3/MSDS, we cannot shortlist. Thanks.