

Solar Mounting System RFQ Checklist

A practical input sheet for EPCs, developers, distributors and installers preparing a comparable supplier request.

Version 1.0 | August 2026
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Before comparing solar mounting system quotes, make sure every supplier is responding to the same project inputs, deliverables and responsibility boundaries.

How to use this checklist

- [] Complete the project, module, site and design sections with the information already verified.
- [] Mark unknown items as pending instead of guessing; state the assumption in the RFQ cover note.
- [] Ask each supplier to separate standard product scope, project engineering and installation responsibility.
- [] Compare quote exclusions, revision dates and requested deliverables before comparing price.

This checklist organizes an RFQ. It does not replace a site survey, structural calculation, geotechnical review, local code review or supplier engineering approval.

1. Project and Site Inputs

What project information does the supplier need before selecting a mounting route or confirming a technical package?

Project identity

Input	Record or attach
Project name and location	_____
Country, region and delivery point	_____
Project type	☐ Residential ☐ C&I; ☐ Utility ☐ Agricultural ☐ Other
Project stage and target date	☐ Concept ☐ Design ☐ Tender ☐ Construction Date: _____
Requested supply boundary	☐ Materials only ☐ Engineering + materials ☐ Full installation support

Site and environmental design inputs

Input	Record or attach
Site coordinates / elevation	_____
Wind design criteria	Standard: _____ Basic wind speed: _____
Snow design criteria	Standard: _____ Ground/roof snow: _____
Seismic / terrain category	_____
Corrosion environment	☐ Rural ☐ Coastal ☐ Industrial ☐ High humidity ☐ Other
Temperature and drainage	Range: _____ Drainage / ponding notes: _____
Ground or roof evidence	☐ Survey ☐ Geotechnical report ☐ Roof plan ☐ Photos ☐ As-built drawings

Attach the current evidence set and identify its revision. A supplier should be able to distinguish verified inputs from open assumptions.

2. Module, Layout and System Scope

Use this section to keep product selection, structural design and installation interfaces within the same RFQ boundary.

Module and array information

Input	Record or attach
Module make / model	_____
Module dimensions and frame	Length: _____ Width: _____ Thickness: _____ Frame: _____
Module power and quantity	Power: _____ W Quantity: _____ Orientation: ☐ Portrait ☐ Landscape
Array layout	☐ String / row plan ☐ Site plan ☐ Shading study ☐ Tracker backtracking inputs

Selection criteria

Decision	Fixed tilt / roof / carport / tracker / accessory notes
Application and mounting route	☐ Roof ☐ Ground ☐ Carport ☐ Tracker ☐ Walkway ☐ Cable tray
Foundation or attachment	☐ Pile ☐ Concrete ☐ Ground screw ☐ Ballast ☐ Roof attachment ☐ Pending
Materials and finish	☐ Aluminum ☐ Galvanized steel ☐ Stainless steel ☐ Coating: _____
Electrical and bonding interface	Grounding / bonding method: _____ Cable route: _____
Access and maintenance	Walkways, clearances, service routes, fall protection or inspection constraints: _____

Quote-scope comparison

Compare this boundary	Supplier A	Supplier B	Supplier C
Product / component scope	_____	_____	_____
Drawings and calculations	_____	_____	_____
BOM, packing and delivery	_____	_____	_____
Installation guidance / support	_____	_____	_____
Assumptions and exclusions	_____	_____	_____

3. Deliverables, Commercial Review and Next Action

Ask for a document list and revision trail so the quotation can be reviewed as an engineering package, not only as a headline price.

Requested technical deliverables

Deliverable	Requested	Revision / notes
Product catalogue or system overview	☐	_____
Product specification / data sheet	☐	_____
Installation manual or assembly sequence	☐	_____
Layout, GA, connection or shop drawings	☐	_____
Structural calculation / load review	☐	_____
BOM, packing list and spare parts	☐	_____
Quality, conformity or inspection documents	☐	_____
CAD / DWG / project file package	☐	_____

Commercial and logistics checks

- ☐ Incoterm, delivery point, packaging basis and estimated shipping boundary are stated.
- ☐ Currency, validity, payment milestones, lead time and quote revision are stated.
- ☐ Taxes, duties, unloading, local installation, foundation work and commissioning responsibility are stated.
- ☐ Material grades, finish, corrosion assumptions and replacement / spare-parts boundary are stated.
- ☐ Open inputs, design assumptions, exclusions and approval points are listed before purchase order.

Practical recommendation

If you are missing a site, module or load input, label it as pending and ask the supplier to show the effect on selection, calculation, price and schedule. A comparable RFQ is one where the differences between responses are visible.

READY TO REQUEST A PROJECT REVIEW?

Send the available project inputs through the SolarMountX RFQ page and state which technical documents you need.

<https://solarmountx.com/request-quote/> | <https://solarmountx.com/download-center/>

Scope note: this checklist is a procurement aid. Final design, structural adequacy, local compliance and installation method must be confirmed for the actual project by the responsible parties.