

SELVEH Private-Label Mānuka RFQ Readiness Matrix

TEMPLATE / ILLUSTRATIVE ONLY - NOT A QUOTATION, PURCHASE ORDER, CERTIFICATE, REGULATORY APPROVAL OR SELVEH TRANSACTION RECORD

Use one copy per supplier / product configuration. Record what is confirmed, what evidence is expected, who owns the decision and what remains OPEN. Do not convert an unknown into a “PASS” because a supplier website, sample image or verbal comment looks reassuring.

A. Project definition and RFQ control matrix

Control	Buyer decision / requirement	Supplier response / evidence	Owner	Status
Market / channel	Destination country, importer, sales channel	_____	_____	OPEN / PASS / N/A
Product identity	Australian Mānuka description; source/origin wording	_____	_____	OPEN / PASS / N/A
Grade / MGO	Target tier and batch acceptance basis	_____	_____	OPEN / PASS / N/A
Floral / claim wording	Any monofloral, organic, authenticity or other claim - only if evidence basis is defined	_____	_____	OPEN / PASS / N/A
Net weight / SKUs	250 g / 500 g / other; number of grade-size combinations	_____	_____	OPEN / PASS / N/A
Supply model	Finished retail / bulk / part-finished / contract pack	_____	_____	OPEN / PASS / N/A
Primary pack	Jar/container material, closure, liner/seal, tamper control	_____	_____	OPEN / PASS / N/A
Label / artwork	Material/finish; artwork owner; print-proof approval	_____	_____	OPEN / PASS / N/A
Coding	Lot/batch and date coding; placement/legibility	_____	_____	OPEN / PASS / N/A
Carton / secondary pack	Units/carton, dividers, markings, protection	_____	_____	OPEN / PASS / N/A
MOQ basis	Per grade / SKU / packaging / print run / production run	_____	_____	OPEN / PASS / N/A
Mixed-SKU rule	Can grade/size quantities be combined? Conditions?	_____	_____	OPEN / PASS / N/A
Sample / approval	Sample type, cost, timing, approval criteria	_____	_____	OPEN / PASS / N/A
Evidence package	Specification, COA/test, batch ID, origin/traceability, packing/release records	_____	_____	OPEN / PASS / N/A
Label compliance owner	Brand / supplier / packer / importer / adviser; destination check	_____	_____	OPEN / PASS / N/A
Commercial basis	Currency, quote validity, setup charges, payment milestones	_____	_____	OPEN / PASS / N/A
Delivery basis	Incoterm/delivery basis + named place if relevant	_____	_____	OPEN / PASS / N/A
Target timing	Required launch/delivery; dependency assumptions	_____	_____	OPEN / PASS / N/A

Release rule: If a material assumption is still open, leave it OPEN and show the assumption in the quotation. Do not approve artwork, deposit or production as if the decision were already evidenced.

B. Responsibility map - who actually owns each task?

Task	Buyer / brand	Supplier	Packer	Lab	Importer / market
Product specification	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A
Origin/source evidence	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A
Batch identity	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A
Testing / COA	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A
Jar & closure	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A
Artwork creation	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A
Food label review	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A
Destination registration / import pathway	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A
Production release	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A
Export/shipment documents	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A
Receiving / acceptance	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A	Owner / Support / N/A

C. Quote normalisation - what is inside the “unit price”?

Cost / scope line	Included?	Assumption / amount / note
Honey / filled product	YES / NO / TBC	
Jar / container	YES / NO / TBC	
Closure / liner / tamper feature	YES / NO / TBC	
Labels / decoration / application	YES / NO / TBC	
Carton / divider / secondary pack	YES / NO / TBC	
Batch testing / release evidence	YES / NO / TBC	
Samples / courier / setup	YES / NO / TBC	
Artwork / plates / dies / proofing	YES / NO / TBC	
Freight / delivery leg(s)	YES / NO / TBC	
Market-specific registration / certification / translation if offered	YES / NO / TBC	
Other exclusions / buyer-supplied items	YES / NO / TBC	

D. Deposit-release gate - questions to close

- ☐ 1. Is the product/grade specification version clear?
- ☐ 2. Is the binding MOQ and mixed-SKU rule written?
- ☐ 3. Are pack and artwork responsibilities assigned?
- ☐ 4. Is the evidence package and timing of batch-specific documents stated?
- ☐ 5. Are quote exclusions, setup charges, currency and validity clear?
- ☐ 6. Is the sample-to-production-lot verification step defined?
- ☐ 7. Has the destination/importer/label pathway been checked from current official sources?
- ☐ 8. Are lead-time dependencies and buyer approvals visible?
- ☐ 9. Is the delivery basis / named place clear where relevant?
- ☐ 10. Are change-control / reprint / cancellation consequences understood?

Source-review rule: Food labelling, origin claims, export certification and importing-country requirements can change. Recheck current official FSANZ, ACCC, DAFF/Micor and destination-authority sources for the actual SKU and transaction before relying on this worksheet.

General buyer education only. Not legal, regulatory, customs, food-safety, laboratory, tax or financial advice. This template does not state that SELVEH has a final supplier, packer, MOQ, grade, label, certification or completed private-label transaction.