

Request for Information For [Project Name]

Document Control

Document Information

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Document Approvals

Role	Name	Signature	Date
Project Sponsor			
Project Review Group			
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Procurement Manager <i>[if applicable]</i>			
Communications Manager <i>[if applicable]</i>			
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1 Introduction

This section provides the supplier with an overview of the project, the purpose of the RFI document, and the process involved in selecting a supplier shortlist.

1.1 Overview

Provide a summary description of the project by listing the relevant project objectives, scope of work, deliverables and timeframes required to meet the customer's requirements.

1.2 Purpose

Describe the purpose of the RFI document.

1.3 Acknowledgement

Specify instructions by which potential suppliers are to acknowledge receipt of the RFI.

1.4 Recipients

State the types, categories or general market segment of recipients for the RFI.

1.5 Process

Describe the steps and timeframes involved in undertaking this tender process.

1.6 Rules

Identify any rules that should be adhered to during this tender process.

1.7 Questions

Provide contact information for the project representative who is responsible for answering supplier questions related to this tender.

2 Company

Specify the information to be provided by the supplier to describe the supplier company and its solution offerings.

2.1 Overview

List the information to be provided by the supplier as an overview of the supplier company.

2.2 Offering

List in detail the information to be provided by the supplier to describe its company offerings (such as skills, experience, products, services, training and support).

3 Approach

List the information needed from the supplier to understand its high-level approach to implementing its offering.

3.1 Method

List the information needed from the supplier to understand its method for delivering its offering to the project.

3.2 Timeframes

List the information needed to understand the supplier's lead-times and length of time involved in delivering its offering.

3.3 Pricing

List the information needed to understand the price of each offering and any other applicable costs, such as tax, freight, and administration charges.

4 Other

List any other information you will need to provide to potential suppliers regarding the tender process.

4.1 Confidentiality

List the confidentiality clauses that the supplier must agree to in order to take part in this tender process.

4.2 Documentation

List any other information you must provide the project team to help it create a supplier shortlist.