Request for Information

No: *[XXXX]*

For

*[Insert title]*

Issued *[Insert date]*

Responses due by *[insert date and time]*

1. **INTRODUCTION**

*[Insert brief overview of UBN]*

This Request for Information (RFI) seeks details from appropriately qualified and experienced contractors/consultants for the provision of the services detailed in the following sections of this document.

1. **PROJECT OVERVIEW**
   1. **Objectives**

*[Insert brief overview of project objectives]*

* 1. **Scope**

*[Insert brief overview of project objectives]*

1. **SPECIFIC INFORMATION REQUESTED**

<Insert details of specific information requested. This should include supplier information, details of services provided including geographic locations where services can be provided, technical responses to scope specified in RFI, estimated cost of service delivery based on scope information provided in the RFI and assumptions>

1. **RESPONSE PROCESS AND TIMELINE**
   1. **RFI Schedule**

*[Insert table showing key dates]*

* 1. **RFI Related Questions/ Clarifications/ Submissions**

All questions related to this RFI should be directed to

*[Insert contact name and address]*

Vendors must ensure that the information is delivered to the following address on or before *[Insert due date]*

*[Insert submission address]*

1. **LIABILITIES OF UBN**

This RFI is only a request for information about potential products / services and no contractual obligation on behalf of the UBN whatsoever shall arise from the RFI process.

This RFI does not commit the UBN to pay for any cost incurred in the preparation or submission of any response to the RFI.

1. **CONFIDENTIALITY AND RFI OWNERSHIP**

All responses to the RFI will become the property of the UBN and will not be returned.

Supplier shall treat the RFI Document and its contents as private and confidential.