

REQUEST FOR INFORMATION (RFI)

Purpose · background · information requested · response format · use of responses · terms · Engineering · IT · Healthcare · Construction

Project / Requirement	<i>[Enter project or requirement title]</i>	RFI Number	<i>[RFI-0000]</i>
Issuing Organisation	<i>[Enter organisation name]</i>	Date Issued	<i>[DD Month YYYY]</i>
Response Due Date & Time	<i>[DD Month YYYY, 00:00 local]</i>	Question Deadline	<i>[DD Month YYYY]</i>
Contact / Representative	<i>[Name / role]</i>	Contact Email	<i>[name@organisation.com]</i>

1. INTRODUCTION & PURPOSE

This Request for Information (RFI) is issued to gather information from the market to help the organisation understand available solutions, supplier capabilities and indicative costs and timelines. The information provided will inform planning and may shape a future procurement, such as a Request for Proposal (RFP) or Request for Quotation (RFQ).

This RFI is not a call for bids and is not a commitment to procure. It does not create any obligation on the organisation to issue a further solicitation, to shortlist any respondent, or to enter into a contract. No costs incurred in responding will be reimbursed. Responses will be treated as described in Section 8.

2. BACKGROUND & CONTEXT

[Provide a short profile of the organisation and the context for this enquiry — what the organisation does, the situation or opportunity being explored, and why market information is being sought at this stage. Keep it readable for an external audience and avoid confidential detail.]

[Note any existing systems, assets, constraints or prior work that respondents should understand, and reference any supporting material provided with this RFI.]

3. OBJECTIVES OF THIS RFI

Through this RFI, the organisation is seeking to:

- [Understand the range of solutions, products or services available to meet the need.]
- [Identify capable and experienced suppliers who may be invited to a future procurement.]
- [Obtain indicative cost ranges and delivery timelines to support planning and budgeting.]
- [Gather technical and market information to help refine requirements and approach.]

4. INFORMATION REQUESTED

Respondents are invited to provide the following information. Where a section does not apply, please state so rather than leaving it blank. Please keep responses concise and clearly structured under these headings.

4.1 Organisation Profile

- [Legal name, location(s), size, ownership and years in operation.]
- [Overview of products, services and the markets or sectors served.]

4.2 Capabilities & Relevant Experience

- [Capabilities relevant to this requirement and how they are delivered.]
- [Comparable projects or engagements, with scale, sector and outcomes.]

4.3 Proposed Approach / Solution Options

- [The solution option(s), product(s) or method(s) you would propose, at a high level.]
- [How your approach would meet the need, and any notable differentiators or innovation.]

4.4 Standards, Compliance & Certifications

- [Relevant standards, accreditations, certifications and regulatory compliance.]
- [Health, safety, environmental, quality and information-security credentials.]

4.5 Indicative Timeline

- [A rough indicative timeline for a delivery of this nature, and key dependencies.]

4.6 Indicative Budget / Cost Ranges

[Provide a rough order-of-magnitude (ROM) cost range for a delivery of this type, with the main cost drivers and any assumptions. This is for planning only and is understood to be non-binding.]

4.7 Risks, Assumptions & Dependencies

- [Key risks, assumptions and dependencies you would highlight for a delivery of this kind.]

4.8 References

- [One or two contactable references for comparable work, if available.]

5. RESPONSE INSTRUCTIONS & FORMAT

- Submit your response by [email / portal] no later than the response due date and time.
- Structure the response under the headings in Section 4; [state any page limit or format].
- Direct any questions in writing to the contact above by the question deadline; answers will be shared with all respondents where appropriate.
- Complete the response cover sheet in Section 9 and include it with your response.
- Any updates to this RFI will be issued as written addenda and form part of the RFI.

6. HOW RESPONSES WILL BE USED

Responses will be reviewed to build the organisation's understanding of the market and to identify capable suppliers. Where a formal comparison is helpful, responses may be assessed against a set of capability criteria using a companion workbook ("RFI — Response Comparison"), which records a weighted capability view, a capability / cost matrix and a shortlist indication.

Being invited to respond to this RFI, or responding to it, does not guarantee an invitation to any future procurement. Any subsequent RFP or RFQ will set out its own instructions and evaluation approach.

7. PROCESS & TIMELINE

The indicative process and timeline are set out below. Dates are subject to change and are not binding.

Stage	Indicative Date
RFI issued	[DD Month YYYY]
Clarification questions due	[DD Month YYYY]
Responses to questions issued	[DD Month YYYY]
RFI responses due	[DD Month YYYY]
Review of responses / market analysis	[DD Month YYYY]
Anticipated next step (e.g., RFP / RFQ)	[DD Month YYYY]

8. TERMS & CONDITIONS

8.1 No Commitment

This RFI does not commit the organisation to procure any goods or services, to issue a further solicitation, or to reimburse any cost of responding. The organisation may use, or decline to use, the information provided at its sole discretion.

8.2 Confidentiality

Information exchanged under this RFI is confidential and subject to any non-disclosure agreement in place. Respondents should mark any commercially sensitive material clearly. [State how the organisation will handle confidential information.]

8.3 Intellectual Property

Respondents retain ownership of intellectual property in their responses. By responding, respondents grant the organisation the right to review and internally evaluate the information provided for the purposes of this RFI.

8.4 Accuracy

Respondents are responsible for the accuracy of the information they provide. Indicative costs and timelines are understood to be non-binding estimates for planning purposes only.

9. RESPONSE COVER SHEET

Field	Detail
Respondent organisation	<i>[Enter organisation name]</i>
Primary contact (name / role)	<i>[Name / role]</i>
Email / phone	<i>[email]</i> <i>[phone]</i>
Date of response	<i>[DD Month YYYY]</i>
Confidential material included?	<i>[Yes / No — if yes, clearly marked]</i>
Authorised by (name / signature)	<i>[Name]</i> <i>[Signature]</i>

9.1 Response Checklist

- All sections in Section 4 addressed, in order.
 - Organisation profile and relevant experience included.
 - Indicative cost range and timeline provided (non-binding).
 - Standards, compliance and certifications listed.
 - Any confidential material clearly marked.
 - Completed response cover sheet attached.
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