Request for Information (RFI) Response Form

# Instructions for the Buyer

A Request for Information (RFI) is a formal request from an agency asking suppliers for information about the type of goods or services currently available for a possible procurement, and the number and type of suppliers who are active in the area of interest. This is the Response Form that goes with the RFI to the supplier.

A few terms to know. The ‘Buyer’ is the government agency using this RFI to request information. The ‘Supplier’ is the recipient, who becomes a ‘Respondent’ once they make a formal submission.

Everything highlighted in **RED** in this document is information for the Buyer (that’s you).  Delete these red parts prior to publishing the RFI. Anything shaded in **YELLOW** is customisable. When you have completed these areas please un-shade them.

Everything highlighted in **PURPLE** or **BLUE** is information for the Respondent.

| **Before you release your RFI…** |  |
| --- | --- |
| 1. **Check that the content in this Response Form is correct.**
* Do not alter the section headings and sequence. Consistency makes it easier for Respondents.
* Check, however, that the content is aligned to your agency's procurement practice.
 | [ ]  |
| 1. **Delete all Buyer instructions and tips (RED) and unshaded YELLOW bits.**
 | [ ]  |
| 1. **Check the document is simple and easy to understand.**
 | [ ]  |

|  | **info iconBUYER TIP**Research shows Respondents find both the instructions and checklist really useful. It improves the quality of responses and makes it easier to complete these forms. Adapt the instructions and checklist below to your needs. |  |
| --- | --- | --- |

# Instructions for Respondents

1. Check that you have all the relevant documents, including:
* The Request for Information (RFI) which outlines what information is needed.
* The Response Form (this one) to fill out your response.
* The RFI-Terms.
1. Before filling out this form, read the RFI carefully, particularly Section 2 (Our Requirements).
2. Please follow the layout of this Response Form:
* Don’t change the section headings and sequence as this needs to be consistent across all Respondents.
* Insert any extra images or graphs either as part of your answer or in a separate attachment (but make it clear in the Response Form that you have done so).
* You can insert links to videos up to 50 MB in size.
* Do not insert links to long documents if possible. They may not be viewed.
1. Everything highlighted in **PURPLE** in this document is information for the Respondent (you). Delete these **PURPLE** parts before sending the Response Form. Everything shaded in BLUE is customisable by you. When you have completed these areas please un-shade them.

The purple boxes are Respondent Tips. Delete these after reading.

Write your response in the blue sections. Un-shade the blue once you have filled these out.

1. Remember to make a note of the Deadline for Questions. Feel free to ask us anything if it is unclear.

# Checklist for Respondents

| **Before you submit your Response…** |  |
| --- | --- |
| 1. Fill out all sections of the Response Form.
 | [ ]  |
| 1. Remove all the purple ‘Respondent Tip’ boxes from this Form.
 | [ ]  |
| 1. Delete the **PURPLE** instructions from this Form.
 | [ ]  |
| 1. Un-shade the **BLUE** highlighting where you fill out your answer.
 | [ ]  |
| 1. Prepare your Response

We prefer that you submit your response through [GETS](https://gets.govt.nz). If you are unable to do that, send a digital copy by email to [insert email address]. | [ ]  |
| 1. Arrange for the Response to be submitted electronically before the Deadline for Responses.
 | [ ]  |

[insert your (Respondent’s) name and logo]

# Request for Information (RFI) Response Form

In response to the Request for Information

By: [insert name of government agency]

For: [insert name of procurement]

Reference: [procurement reference number]

Date of this Response: [insert date of this document]

## About the Respondent

|  |  **RESPONDENT TIP****i*** This section gives the Buyer basic information about your organisation and identifies your Point of Contact for the RFI process.
* If an item is not applicable, e.g. you do not have a registered office, complete the box by stating 'not applicable'.
 |  |
| --- | --- | --- |

### Our profile

**Choose one of these statements to complete, and delete the others [**

This is a Response by [insert the name of your organisation] (the Respondent) to provide information.**]**

**OR [**This is a [joint/consortium] Response, by [insert the name of your organisation] and [insert the name of the other organisation/s] (together the Respondents) to supply information. **]**

| **Item** | **Detail** |
| --- | --- |
| **Full legal name:** | [insert the name that you do business under] |
| **Trading name (if different):** | [if applicable] |
| **Physical address:** | [put the address of your head office] |
| **Postal address:** | [e.g. P.O Box address] |
| **Registered office:** | [if you have a registered office insert the address here] |
| **Business website:** | [url address] |
| **Type of entity (legal status):** | [sole trader / partnership / limited liability company / registered charity / other please specify] |
| **NZBN number:** | [if your organisation has a NZBN registration number insert it here] |
| **Country of residence:** | [insert country where you (if you are a sole trader) or your organisation is resident for tax purposes] |
| **GST registration number:** | [NZ GST number / if overseas please state] |

### Our Point of Contact

| **Item** | **Detail** |
| --- | --- |
| **Contact person:** | [name of the person representing the Respondent and responsible for communicating with the Buyer] |
| **Position:** | [job title or position] |
| **Phone number:** | [landline] |
| **Mobile number:** | [mobile] |
| **Email address:** | [work email] |

## Our Requirements

|  |  **RESPONDENT TIP****i*** Carefully read RFI Section 2 (Our Requirements). Then provide your response by demonstrating your organisation's ability to meet the criteria.
* Please mark any information that is 'commercially sensitive' or 'Confidential Information' to your business so that the Buyer knows. You cannot make the whole document confidential unless this is truly the case. Refer to the RFI-Terms for more information.
* Keep it simple. If an answer is in another document e.g. a marketing brochure, just cut and paste the relevant part into this form. Do not show the whole document unless necessary - the Buyer may not read it all.
* Any video or separate document should be uploaded and the link inserted into this form.
* You may include extra information in your Response but only if it adds value and is relevant.
 |  |
| --- | --- | --- |

### Responses

| [describe first question] |  |
| --- | --- |
| [insert answer here] |  |
| [describe first question] |  |
| [insert answer here] |  |
| [describe first question] |  |
| [insert answer here] |  |

To add more questions to the table, click or tap an existing row, then hit the ‘+’ button on the far right.

### Assumptions

| **Assumptions** |  |
| --- | --- |
| Please state any assumptions you have made in relation to the Response. |  |
| [insert answer here] |  |

|  |  **RESPONDENT TIP****i*** An assumption is something that is accepted as true or as certain to happen without proof e.g. that the Buyer (or a third party) will provide certain information or assistance so that the Respondent can deliver on the Requirements.
 |  |
| --- | --- | --- |

## Respondent’s declaration

|  |  **RESPONDENT TIP****i*** Here you are asked to make a formal declaration. Select 'agree' or 'disagree' at the end of each row. If you don't, you will be deemed to have agreed.
* Have the declaration signed by someone who is authorised to sign and able to verify the declaration, e.g. chief executive or a senior manager.
* If you are submitting a joint or consortium Response each party involved in the joint or consortium Response must complete a separate declaration.
 |  |
| --- | --- | --- |

| **Topic** | **Declaration** | **Respondent’s declaration** |
| --- | --- | --- |
| **RFI-Terms:** | I/we have read and fully understand this RFI, including the RFI-Terms. I/we confirm that the Respondent agrees to be bound by them. | [agree / disagree] |
| **Conflict of Interest declaration:** | The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Response.Where a Conflict of Interest arises during the RFI process the Respondent will report it immediately to the Buyer’s Point of Contact. | [agree / disagree] |
| **Details of conflict of interest:** | [if you think you may have a conflict of interest briefly describe the conflict and how you propose to manage it or write ‘not applicable’]. |

#### DECLARATION BY THE RESPONDENT

**I/we declare that in submitting the Response and this declaration:**

* **the information provided is true, accurate and complete and not misleading in any material respect**
* **the Response does not contain any material that will infringe a third party’s intellectual property rights**
* **I/we have secured all appropriate authorisations to submit this Response, and to make the statements and to provide the information in the Response.**

**I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Response may result in the Respondent being eliminated from further participation in any procurement process flowing out of the RFI, and may be grounds for termination of any Contract awarded as a result of such a procurement process.**

**By signing this declaration the signatory below represents, warrants and agrees that they have been authorised by the Respondent to make this declaration on its/their behalf.**

**Signature**:

**Full name**:

**Title/position**:

**Name of organisation**:

**Date**: