



# REQUEST FOR INFORMATION- RESPONSE FORM TEMPLATE

## Public Authority User Guide

### Public Authority instructions

- Public Authorities can use this template as their standard Request for Information ('RFI') Response Form template.
- It is recommended that the Public Authority includes instructions to internal users on how to use the form.

### User specific instructions

- Each section should be tailored to suit each individual procurement process. There are instructions highlighted in yellow text throughout the template and provide guidance on tailoring the template.
- All yellow highlighted user guidance should be deleted before releasing this template to the market. This User Guide text box should also be deleted before releasing this template to the market.
- In using the template, it is recommended that you include instructions on how to use the form. An example is provided on the first page.
- If you require assistance in using this template please contact your public authority's procurement team or contact Procurement Services SA at [procurement@sa.gov.au](mailto:procurement@sa.gov.au)

*Acknowledgement: Parts of this template have been adapted with permission from the New Zealand Government Procurement's 'RFQ Response Form Template'.*

Further information: Procurement SA  
Contact Email: [procurement@sa.gov.au](mailto:procurement@sa.gov.au)

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Value for  
money



Creating  
jobs



Innovation and  
new business



Climate smart  
economy

## REQUEST FOR INFORMATION – RESPONSE FORM TEMPLATE



# REQUEST FOR INFORMATION

## <Insert Procurement Title>

|                                    |                                  |
|------------------------------------|----------------------------------|
| Public Authority:                  | Click or tap here to enter text. |
| Request for Information            | Procurement Title                |
| Public Authority Reference Number: | Click or tap here to enter text. |
| Issue Date:                        | Click or tap here to enter text. |
| Lodgement Closing Date:            | Click or tap here to enter text. |

## Instructions for completing this Response Form:

**Amend this section to suit**

- Please use this Response Form when responding to the Public Authority's Request for Information.
- Before starting to complete this form please make sure that You have read the Request in full and understand the Public Authority's requirements and information needed.
- Where necessary, any supporting material (e.g. spreadsheets) should be attached to the back of this Request for Information Response Form and referred to in the relevant field. Make sure all attachments are clearly named/numbered so the Public Authority can assess Your information quickly.



## REQUEST FOR INFORMATION – RESPONSE FORM TEMPLATE

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### Table of Contents

|                                                           |   |
|-----------------------------------------------------------|---|
| 1. Disclaimer.....                                        | 4 |
| 2. Introduction.....                                      | 4 |
| 2.1. Background.....                                      | 4 |
| 2.2. Purpose .....                                        | 4 |
| 2.3. An Opportunity to Contribute and Shape .....         | 4 |
| 2.4. Confidential .....                                   | 4 |
| 2.5. Public Authority's Contact Person.....               | 5 |
| 2.6. Lodgement .....                                      | 5 |
| 3. Scope .....                                            | 5 |
| 4. Response Section.....                                  | 5 |
| 5. participant Details.....                               | 5 |
| 5.1. participant's contact person.....                    | 6 |
| 6. Response Schedule/Specific Information Requested ..... | 6 |

## REQUEST FOR INFORMATION – RESPONSE FORM TEMPLATE

### 1. DISCLAIMER

This Request for Information does not create any representation, either express or implied, that:

- any invitation or procurement process will proceed; or
- if an invitation or procurement process does proceed, that the Participant's offer or other form of application (if any) will be given any preference or special consideration.

Participants are required to follow any invitation or procurement process that may take place.

This Request for Information does not indicate a commitment to any particular course of action.

### 2. INTRODUCTION

#### 2.1. BACKGROUND

The **Public Authority** is seeking information .....

- *the industry being approached*
- *why this information is being sought*
- *any other information re background*

#### 2.2. PURPOSE

This Request for Information is an information gathering process in which the **Public Authority** seeks to collect information and opinions from **[insert industry / field / profession]**.

This Request for Information and the responses provided may be used as a precursor to a procurement process.

Insights may relate to a range of issues such as:

- *Insert specific issues*

#### 2.3. AN OPPORTUNITY TO CONTRIBUTE AND SHAPE

The **Public Authority** views this Request for Information as an opportunity for Participants, including suppliers and parties within the **[industry / field / profession]**, to contribute information based on their knowledge and experience.

The **Public Authority** encourages participation, acknowledging that participation is completely voluntary. You may choose to answer all or some of the questions.

#### 2.4. CONFIDENTIAL

The **Public Authority** will treat all responses confidentially.

## REQUEST FOR INFORMATION – RESPONSE FORM TEMPLATE

Participants are strongly advised to NOT include any information in their responses that might be considered business sensitive, proprietary, or otherwise confidential. If, however, a Participant chooses to submit business sensitive, proprietary, or otherwise confidential information, it must be clearly marked as such in the response.

### 2.5. PUBLIC AUTHORITY'S CONTACT PERSON

*[Public Authority to update as appropriate]*

The **Public Authority** contact person for this Request for Information is:

|                   |  |
|-------------------|--|
| Name:             |  |
| Title:            |  |
| Public Authority: |  |
| Phone:            |  |
| Email:            |  |

### 2.6. LODGEMENT

Please return completed responses by *[insert date]* at the latest. Earlier responses are welcomed.

Please submit responses to: *[email]*

Ensure:

- *RFI appears in the subject line of the email.*
- *Your submission is zipped and virus checked prior to submission.*

## 3. SCOPE

*[Insert description of project and outcomes sought. Be specific to avoid unnecessary clarifications with Participants. Provide supporting materials (reports, diagrams, drawings) if helpful]*

## 4. RESPONSE SECTION

Use sections 5 and 6 to provide information and to assist You in participating.

Your answers may include as much or as little detail as You feel is necessary.

Additional information on matters or issues not raised by the Public Authority is also welcomed.

## 5. PARTICIPANT DETAILS

|                                             |  |
|---------------------------------------------|--|
| Name of Participant:                        |  |
| Address of Participant's Registered Office: |  |



## REQUEST FOR INFORMATION – RESPONSE FORM TEMPLATE

|                                                                   |  |
|-------------------------------------------------------------------|--|
| Address of Participant's South Australian Office (if applicable): |  |
| Participant's Australian Business Number:                         |  |
| Office Telephone:                                                 |  |
| Office email:                                                     |  |
| Website:                                                          |  |

### 5.1. PARTICIPANT'S CONTACT PERSON

|        |  |
|--------|--|
| Name:  |  |
| Title: |  |
| Phone: |  |
| Email: |  |

## 6. RESPONSE SCHEDULE/SPECIFIC INFORMATION REQUESTED

Provide details of:

*Insert information sought from Participants. Be clear about the questions you are looking to have answered; for example:*

- *the main goods or services You provide*
- *key projects that You have delivered which may be relevant to a range of goods/services requested by the Public Authority*
- *evidence that demonstrates Your technical ability, track record and experience, and capacity and resources*
- *availability of goods and/or readiness to deliver services*
- *any further development work required before being available/ready to deliver goods and/or services or reasons for any delay or obstacle to availability/readiness to deliver goods and/or services*
- *alternative solution considerations or options to achieving the outcome*
- *evidence of end-user and/or community need*
- *relevant research findings*