**REQUEST FOR INFORMATION SUBMISSION**

**NOTE: This template is to be used by a vendor making a submission**

|  |  |
| --- | --- |
| RFI #:  |  |
| Date:  |  |
| Submission Closing Date:  |  |
| Vendor’s Name: |  |
| Name of Contact Person:  |  |
| Address:  |  |
| Contact Number:  |  |
| Email:  |  |

**RFI DESCRIPTION**

|  |
| --- |
| Insert a detailed description |

**RESPONSE TO RFI**

|  |
| --- |
| Vendor to insert response |