**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 |