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| Request for InformationFor**[YOUR COMPANY NAME (YCN) ] [DESCRIPTION]** |

Request for Information No.: 2019-136

Issued: [DATE]

**Submission Date: [DATE]**

# REQUEST FOR INFORMATION

## 1. Introduction

This Request for Information (“RFI”) is issued by [YOUR COMPANY NAME](“[YCN]”) for the purposes of gathering information about the marketplace in order to assist in the determination of future purchasing options or requirements. Respondents are asked to respond to the [YCN] and provide the information requested below.

[YOUR COMPANY NAME] (“[YCN]”) is [COUNTRY] largest [DESRIPTION OF YOUR BUSINESS]. Headquartered in [CITY, COUNTRY], we are a world leader in the production of [PRODUCT].

We own or have interests in [OPERATIONS] in Canada, the USA, and
South America. We have expertise across the full range of activities related to [DESCRIPTION] [environmental protection, product stewardship, recycling and research]. We are actively pursuing business opportunities in countries throughout the Americas, Asia Pacific, Europe and Africa.

## [YCN] is committed to creating value for its shareholders while continually improving its performance as a responsible corporate citizen and a leader in its industry. We pursue development of new technologies that make [LIST INDUSTRY] more economically and environmentally sustainable and strive to be a Partner of Choice wherever we operate and with whomever we are associated.

**2.** **[YCN]’s Expectations for Suppliers and Contractors**

[YCN]’s expectations for Suppliers and Contractors (“Supplier Expectations”) have been established to clearly communicate [YCN]’s expectations for suppliers of goods and contractors performing services (“Suppliers”) for or on behalf of [YCN]. The Supplier Expectations apply to Suppliers and all of their parent, subsidiary and affiliated companies and their respective employees, contractors and agents.

[YCN]’s Expectations for Suppliers and Contractors can be found on [YCN]’s internet webpage;

www.[YCN].com

* Open the “Responsibility” Header at the top of the page,
* Click on “Our Commitment” (left side of window that opens), listed under “Approach to Responsibility”,
* Click on Our Policies,
* Click on Code of Ethics (listed at center of page, or blue tab on left side of page),
* Click on [YCN]’s Expectations for Suppliers and Contractors listed under Related Links (at bottom of page).

## 3. Information Requested

**[YCN] / [DESCRIBE PROJECT]**

[YCN] is requesting pricing information for Service Providers to:

1. [RFI DESCRIPTION] (Appendix B).

This quote must include the cost of trucking and transportation associated with the [DESCRIBEPROJECT SCOPE] in addition, Service Provider is responsible to supply:

* [SCOPE] All landfill, dumping and tipping fees.
* Cost of crane/s, rigging and operator.
* All other equipment required to remove and transport [PRODUCT].
* Drinking water if required
* Bathroom facilities if required
* Lunchroom if required
* Supply of first aid attendant and supplies
* Light plant if required

The quote should include total cost as well as breakdown of cost per category noted above.

## 4. Submission Instructions

Respondents are asked to submit their information by [DATE AND TIME] to the following address and to the attention of the following [YCN] Contact:

**[CONTACT NAME]**

Respondents should direct any questions by e-mail to the [YCN] Contact.

**E-mail: [EMAIL ADDRESS]**

Submissions should include a completed and signed Respondent Submission Form (Appendix A) that acknowledges, among other things, that this RFI and any respondent submissions shall not create a legal relationship or obligation regarding the procurement of any good or service.

**5. First Nations Communities**

[YCN] is committed to building stronger relationships with the First Nations communities within whose territories the Company operates.

To that end [YCN] believes it is in the best interest of all parties to build economic working relations with relevant First Nations. Please respond to the following in your bid document:

1. Does your company have any policies regarding hiring or allowing for the self-identification of First Nations people?
2. Does your company have any policies regarding hiring or allowing for the self-identification of First Nation businesses or affiliated businesses?
3. Does your company have plans for pursuing First Nations opportunities or implementing aboriginal employment?
4. If you answer yes to any of the above questions please provide a copy of your policy or evidence of such practices.

Where practicable, [YCN] will give preference to those who employ or subcontract First Nations members and businesses.

1. **Anti-Corruption**

Respondents may be expected to participate in [YCN]’s Anti-Corruption compliance program.  Award(s) may be dependent upon achieving a compliant status and continued compliance for the duration of the Agreement.  [YCN] reserves the right to terminate the Agreement if compliance changes.

[End of Request for Information]

# APPENDIX A – RESPONDENT SUBMISSION FORM

## 1. Respondent Information

(a) Respondent’s registered legal business name and any other name under which it carries on business:

(b) Respondent’s address, telephone and facsimile numbers:

(c) Name, address, telephone and facsimile numbers and e-mail address of the contact person(s) for the respondent:

(d) Name of the person who is primarily responsible for the submission:

(e) Whether the respondent is an individual, a sole proprietorship, a corporation, a partnership, a joint venture, an incorporated consortium or a consortium that is a partnership or other legally recognized entity:

## 2. Terms of Reference

In responding to this RFI, each respondent should submit a completed and signed Respondent Submission Form that, among other things, acknowledges its acceptance of the RFI Terms of Reference as contained hereunder:

## Request for Information Not a Formal Competitive Bidding Process

This RFI is issued for information-gathering purposes and is not intended to be a formal legally binding “Contract A” bidding process. Without limiting the generality of the foregoing, this RFI will not necessarily result in any subsequent negotiations, direct contract award, invitational tendering process or open tendering process and does not constitute a commitment by the [YCN] to procure any goods or services. Any pricing figures submitted by respondents shall be for general information purposes and will not be binding on respondents.

1. **RFI Shall Not Limit [YCN]’s Pre-existing Rights**

This RFI shall not limit any of [YCN]’s pre-existing rights. Without limiting the generality of the foregoing, [YCN] expressly reserves the right, at its discretion;

1. to seek subsequent information or initiate discussions with any firm, including respondents that did not respond to this RFI;
2. to initiate direct negotiations for the procurement of any good or service with any respondent or respondents, regardless of whether the firm or respondents responded to this RFI;
3. to contact a limited number of respondents, which may be limited to those that responded to this RFI, or may include respondents that did not respond to this RFI, for the purpose of a competitive procurement for the procurement of any good or service;
4. to elect to proceed by way of open tender call where all potential respondents, including those that did not respond to this RFI, are eligible to compete for the award of a contract for the supply of any good or service; and
5. to elect not to procure the good or service that is the subject of this RFI.

These expressly reserved rights are in addition to any and all other rights of [YCN] that existed prior to the issuance of this RFI.

1. **Pricing Information for General Information Purposes Only**

Any pricing information provided by respondents is for general information purposes and is not intended to be binding on respondents. Any legally binding pricing or purchasing commitments will be established only where specified by the express terms of a subsequent tender call process or where established through the execution of a written agreement.

1. **Information in RFI Only an Estimate**

[YCN] and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the RFI or issued by way of addenda. Any quantities shown or data contained in this RFI, or provided by way of addenda, are estimates provided only as general background information.

1. **Parties Shall Bear Their Own Costs**

**Unless otherwise indicated by [YCN]**, [YCN] shall not be liable for any expenses incurred, including the expenses associated with the cost of preparing responses to this RFI. The parties shall bear their own costs associated with or incurred through this RFI process, including any costs arising out of, or incurred in, (a) the preparation and issuance of this RFI; (b) the preparation and making of a submission; or (c) any other activities related to this RFI process.

1. **Accuracy of Responses**

The respondent acknowledges that the information provided is, to the best of its knowledge, complete and accurate.

1. **Submissions Will Not Be Returned**

Except where expressly set out to the contrary in this RFI or in the respondent’s submission, the submission and any accompanying documentation provided by a respondent shall not be returned.

1. **Confidential Information of [YCN]**

All information provided by or obtained from [YCN] in any form in connection with this RFI either before or after the issuance of this RFI (a) is the sole property of [YCN] and must be treated as confidential; (b) is not to be used for any purpose other than replying to this RFI; (c) must not be disclosed without prior written authorization from [YCN]; and (d) shall be returned by the respondents to [YCN] immediately upon the request of [YCN].

A respondent may not at any time directly or indirectly communicate with the media in relation to this RFI without first obtaining the written permission of [YCN].

1. **Disclosure of Information**

The respondent consents to [YCN]’s collection of information as contemplated under the RFI for the uses contemplated under the RFI.

Information provided by a respondent may be released in accordance with governing laws. A respondent should identify any information in its submission or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by [YCN]. The confidentiality of such information will be maintained by [YCN], except where an order by a court requires [YCN] to do otherwise. The respondent consents to the disclosure, on a confidential basis, of this submission by [YCN] to advisers retained by [YCN] for the purpose of evaluating or participating in the evaluation of this submission.

The respondent acknowledges that [YCN] may make public the name of any and all respondents.

1. **Governing Law**

This RFI process shall be governed by and construed in accordance with the laws of the province or territory within which [YCN] is located and the federal laws of [COUNTRY] applicable therein.

The respondent hereby agrees to the terms set out in the Terms of Reference and in the RFI.

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| Signature of Witness: Signature of Respondent: Representative: |
|  |
| Name of Witness: Name and Title:  |
|  |
|  Date of Signature: |
|  |
|  I have authority to bind the Respondent. |

# APPENDIX B – MAP-SITE LOCATION