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| **Market Research**  **For**  **[Project Name]** |

# PART 1 - INVITATION AND SUBMISSION INSTRUCTIONS

## 1.1 Introduction & Background

This Request for Information (“RFI”) is issued by the Cayman Islands Government (“CIG”) for the purposes of gathering information about the marketplace in order to assist in the determination of future purchasing options or requirements.

[Project Description/Details]

## 1.2 Project Goals & Objectives

## 1.3 RFI Contact

For the purposes of this process, the “RFI Contact” will be: [Enter Name]

**Questions and clarification on this project must be submitted via Bonfire**.

## 1.4 RFI Timetable

|  |  |
| --- | --- |
| Issue Date of RFP |  |
| Pre-Bid / Site Meeting |  |
| Deadline for Questions |  |
| Deadline for Issuing Addenda |  |
| Submission Deadline |  |

The RFI timetable is tentative. It may be changed by CIG at any time, and CIG may choose to waive or extend the Deadline for Questions, Deadline for Addenda and/or the Submission Deadline.

## 1.5 Submission Instructions

Respondents are asked to submit their information and signed Respondent Submission Form by the deadline above. Respondents should direct any questions on this RFI process to the same RFI Contact.

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

### 1.5.1 Submission Location

Bids must be submitted at: https://cayman.bonfirehub.com/opportunities/XXXXX

# APPENDIX a – Information REQUESTED

## A. TECHNICAL BASED PROJECT QUESTIONS

[Request/Question 1]

[Request/Question 2]

[Request/Question 3]

## B. FINANCIAL BASED PROJECT QUESTIONS

[Request/Question 1]

[Request/Question 2]

[Request/Question 3]

## C. PROCUREMENT BASED PROJECT QUESTIONS

[Request/Question 1]

[Request/Question 2]

[Request/Question 3]

## D. ADDITIONAL VENDOR INPUT

Given the scope of works described in this document, we invite you to provide information that you consider relevant but may not be address in our questions or your answers above.

# APPENDIX B – RESPONDENT SUBMISSION FORM

## 1. Respondent Information

| Please fill out the following form, naming one person to be the respondent’s contact for the RFI process and for any clarifications or communication that might be necessary. | |
| --- | --- |
| Full Legal Name of Respondent: |  |
| Any Other Relevant Name under which Respondent Carries on Business: |  |
| Street Address: |  |
| City, Province/State: |  |
| Postal Code: |  |
| Phone Number: |  |
| Company Website (if any): |  |
| Respondent Contact Name and Title: |  |
| Respondent Contact Phone: |  |
| Respondent Contact Email: |  |

## 2. Terms of Reference

In responding to this RFI, the respondent acknowledges its acceptance of the following RFI Terms of Reference:

1. 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 bidding process. This RFI will not necessarily result in any subsequent negotiations, direct contract award, tendering, and does not constitute a commitment by CIG to procure any goods or services.

1. RFI Not to Limit CIG’s Pre-existing Rights

This RFI will not limit any of CIG’s pre-existing rights. CIG reserves the right, at its discretion, to:

1. seek subsequent information or initiate discussions with any potential supplier, including potentials suppliers that did not respond to this RFI;
2. 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.
3. Information for General Information Purposes Only

Any information provided by respondents is for general information purposes and is not intended to be binding on respondents. The respondent acknowledges that the information provided is, to the best of its knowledge, accurate.

1. Parties to Bear Their Own Costs

CIG will not be liable for any expenses incurred by a respondent, including the expenses associated with the cost of preparing responses to this RFI.

1. Confidential Information of CIG

All information provided by or obtained from CIG in any form in connection with this RFI either before or after the issuance of this RFI (i) is the sole property of CIG and must be treated as confidential; (ii) is not to be used for any purpose other than replying to this RFI, except as required by law or by order of a court; (iii) must not be disclosed without prior written authorization from CIG; and (iv) must be returned by the respondent to CIG immediately upon the request of CIG.

The 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 CIG.

1. Disclosure of Information

All proposals and other information submitted to CIG in relation to this RFI will be held in confidence. Information provided by a respondent is subject to the provisions of the Freedom of Information Law (2015 Revision), and may be disclosed where required by law or by order of a court.

The respondent consents to the disclosure, on a confidential basis, of this submission by CIG to advisers retained by CIG for the purpose of reviewing this submission. The respondent acknowledges that CIG may make public the name of any and all respondents.

1. Governing Law

This RFI process will be governed by and in accordance with the laws of the Cayman Islands.

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| Signature of Respondent Representative |
|  |
| Name of Respondent Representative |
|  |
| Title of Respondent Representative |
|  |
| Date |
|  |
|  |