

# HashMicro | hashmicro.com/au | Australia

Free RFI Template for Australian Businesses

| REQUEST FOR INFORMATION (RFI)                                                                                                                                                                                                                                                            |  |               |                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------|--------------------------|
| RFI #:                                                                                                                                                                                                                                                                                   |  | SUBMITTED TO: | [Name / Title / Company] |
| DATE:                                                                                                                                                                                                                                                                                    |  |               |                          |
| NEEDED BY:                                                                                                                                                                                                                                                                               |  | SUBMITTED BY: | [Name / Title / Company] |
| PROJECT:                                                                                                                                                                                                                                                                                 |  |               |                          |
| PROJECT #:                                                                                                                                                                                                                                                                               |  |               |                          |
| RFI DESCRIPTION                                                                                                                                                                                                                                                                          |  |               |                          |
| <p>[Describe the information requested. Include relevant background, scope, specifications, or questions for the vendor. For Australian procurement, note applicable Australian Standards, codes, or compliance requirements (Privacy Act 1988, STP Phase 2, data residency, etc.).]</p> |  |               |                          |
| ATTACHMENTS:                                                                                                                                                                                                                                                                             |  |               |                          |
| SUBMITTED BY: [Name, Title, Company]                                                                                                                                                                                                                                                     |  |               |                          |
| RESPONSE TO RFI                                                                                                                                                                                                                                                                          |  |               |                          |
| <p>[Vendor / supplier to complete this section. Provide a detailed response including: availability, capability, indicative pricing, compliance with Australian Standards, relevant certifications (ISO, SOC 2, STP Phase 2 if applicable), and any clarifications or assumptions.]</p>  |  |               |                          |
| RESPONSE BY: [Name, Title, Company]                                                                                                                                                                                                                                                      |  | DATE:         |                          |