# Project name: Request for information (DATE)

# Introduction

## Background

*High level project description*

Technical details of the project (e.g. Location, size of production, number of vehicles, etc.), partners involved in project delivery, timeline for project to become operational, etc.

The project has completed 12 months of Project Development Assistance supported by the Clean Hydrogen Partnership.

## Document purpose and structure

This document summarises the preferred technical specification of the equipment to be used in the project and forms a request for technical specifications of the technology, budgetary quotations, and other typical commercial terms that would be included in a procurement contract. This request for information is being sent to a number of potential suppliers to allow responses that will inform the development of the business case. A full procurement exercise is expected to follow at a later date (*specific date if possible)*, subject to a positive outcome of the development support and funding proposals.

This section is followed by an outline of the objectives of the RFI, the RFI reply form which lists the questions and the process for responding, and further details of the project site.

Any queries relating to this project should be directed to **name, email**.

# Instructions to vendors

## General

The project partners are keen to understand the current state of the **equipment** market with respect to cost and manufacturing capability. We therefore request that you respond to the following questions using the reply form below. This will help us to further define our requirements should we wish to progress to a formal tender process.

**Neither this RFI nor the supplier’s response will constitute an offer capable of acceptance.** **Your decision to respond to this RFI or not will have absolutely no bearing on your eligibility to participate in any resultant tender exercise.**

## Confidentiality

In providing answers to the questions set out below, you accept that all information exchanged under this RFI process is confidential. Furthermore, should you seek to contact others outside of your organisation relating to this project you will seek approval from the primary point of contact given below prior to the release of any information.

## Timelines and contact

To fit with the overall timelines of the project, suppliers are requested to provide a response to this RFI by **xx:xx TIME ZONE, Date (dd/mm/yyyy)**.

Please send your response to **name, email**.

# Questions

## Question 1.

Please describe any equipment that your organisation could offer that are capable of meeting the technical specification set out in the reply form. It would be helpful if you could indicate whether the equipment meets the preferred specification set out in Table 1, by placing a cross next to the item your equipment is able to meet.

The preferred technical specification, and following questions regarding the estimated price range for equipment, is based on a c. XX design. While this is the preferred size, we welcome responses from suppliers offering equipment of different sizes. **ADAPT TO SPECIFIC PROJECT: FILL IN ALL TECHNICAL INFORMATION REQUIRED AND/OR APPROPRIATE (USE EXTRA ROWS IF NECESSARY). A FEW EXPAMPLES ARE GIVEN.**

Table 1: Preferred technical specification for the equipment

|  |  |
| --- | --- |
| **Item** | **Please enter an x if you are able to meet this specification** |
| XX capacity (if applicable) – e.g., size of electrolyser (MW), storage capacity (kg), e.g. |  |
| XX maximum energy consumption – e.g., kWh/kg (for electrolysis), kg/km (for vehicles) |  |
| XX Feedstock/fuel requirements (if applicable) |  |
| XX Product specifications (eg. Pressure, temperature, purity) |  |
| XX Operating conditions (eg, pressure, temperature) |  |
| XX Dimensions (L X H X B) |  |
| XX Operating lifetime |  |
| Capable of operating in a range of climatic conditions – ambient temperature range from +40°C to -20°C. |  |
| The supplier will be able to provide full training for operation and support of the equipment |  |

## Question 2.

Please provide any other relevant information on the delivery of equipment in the table below.

|  |  |
| --- | --- |
| **Item** | **Please enter an x if your organisation is able to provide this option, or enter details as appropriate** |
| What is the estimated delivery time from placing the order? |  |
| Do any minimum order volumes apply? |  |
| Please give any other relevant technical information here, or appended to the reply form. |  |

## Question 3.

Please provide an estimate of the price per **module of equipment** delivered to this project in **Region** below. A price range is acceptable but if providing a range please also describe the key factors that affect the price in this range. Please also indicate the time range over which you expect these price estimates to remain relevant:

In addition, please indicate the increase in the scale of the order that would be required to result in a meaningful cost reduction per module:

If the estimate is for equipment module which differs materially from the technical specification set out in Table 1, please attach a technical specification for the **module** highlighting the differences.

## Question 4.

Please provide a high-level estimated cost range for maintaining the **equipment** provided to **Region**, and please describe what is and is not included in this maintenance service offer:

## Question 5.

Please provide details of the standard guarantees/warrantees that would be included in the price estimates for the **equipment**. What would the standard warranty period for components of the **equipment** be?

# General information

|  |  |
| --- | --- |
| Name of organisation |  |
| Name of contact person  |  |
| Email address |  |
| Direct telephone number |  |
| Is this commission something you would be interested in undertaking should an invitation to tender be issued? |  |

Organisations are welcome to include any other relevant information below:

# Project information

**Site information: site location and maps/pictured. Information on power / water / gas grid connections at the site and road access. Information on buildings and infrastructure currently in place at the site and activities currently being undertaken at the site. Information on existing permits at the site. Any other relevant location-specific information.**

**Proposed project information: objectives and aims of the project. Local context – policy / funding / public support for decarbonisation and the use of hydrogen technologies.**

**Technical information: Equipment to be installed at the site and purpose of hydrogen – explain why hydrogen technologies have been selected over other solutions. Quantified volumes of hydrogen to be produced / used and production / utilisation profiles – all items of equipment to be installed at the site should be described.**

**Further expansion plans: how may future phases of the project expand hydrogen production / use at the site. How will this increased supply / demand be met. How else could hydrogen be produced / used in the local region. What work is being done to examine this.**