

# Event / Infrastructure Support Services RFI Response Template

Use this template to respond clearly to an event or infrastructure support RFI. It helps vendors demonstrate project understanding, proposed services, experience, and compliance for buyer evaluation.

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**[Vendor Company Name]**

**RFI Title / Reference:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email / Phone:** \_\_\_\_\_

## 1. Project Understanding

Summarize your understanding of the buyer's event or infrastructure support requirements. Highlight event type, scale, and operational goals.

## 2. Proposed Services / Approach

Describe your event support or infrastructure solutions. Include planning, logistics, technical capabilities, and unique differentiators.

## 3. Experience and References

Provide prior events or infrastructure support projects, case studies, or client references. Demonstrate successful execution, timeliness, and client satisfaction.

## 4. Compliance and Certifications

List relevant safety, security, or regulatory certifications. Assures buyers that your services meet legal and industry standards.

## **5. Pricing / Cost Framework (Optional)**

Include preliminary cost estimates or service rates if requested. Clearly mark as optional to avoid commitment at the RFI stage.

## **6. Submission Instructions**

Follow the buyer's requested format, deadlines, and delivery method. Ensures your response is complete and properly received.

## **7. Additional Notes / Attachments**

Attach supporting materials such as event layouts, infrastructure diagrams, compliance certificates, or client testimonials. Provides buyers with full context to evaluate your capabilities.