**The Bank of England (BoE) Banknote Destruction & Waste Collection Equipment and Waste Handling Solution**

**Request for Information**

**INFORMATION FOR SUPPLIERS**

**INTRODUCTION**

The Bank of England (‘**the Bank**’) is planning to conduct a formal procurement for new banknote destruction equipment and waste handling solution to replace the current equipment and processes being used at the Bank’s banknote printing facility located at Debden (‘**BDE**’).

The purpose of this Request for Information (‘**RFI**’) is to seek information on available relevant products and services from suppliers to provide information and details to enable the Bank to make informed decisions relating to its proposed procurement.

**INSTRUCTIONS FOR SUPPLIERS**

To access the information, suppliers are required to sign a non-disclosure agreement (‘**NDA’**), a copy of which can be provided on request by e-mail to FM.Contracts@bankofengland.co.uk and also register on the Proactis e-sourcing portal via [www.bankofenglandtenders.co.uk](http://www.bankofenglandtenders.co.uk).

Deadline for Requesting NDA: **14 October 2021**

Deadline for Return of duly completed and signed NDA + Proactis E-Sourcing Portal registration: **15 October 2021**

Suppliers are required to complete the NDA in its entirety and satisfactorily. The signed and dated NDAs must be returned to FM.Contracts@bankofengland.co.uk by no later than **16:00, Friday 15 October**. Suppliers are to include the email address used to register to the Proactis e-sourcing portal within the email response, this allows suppliers to be invited to the project and gain access to supporting documentation and information relating to this PIN.

Suppliers will not have access to any information relating to this RFI until a duly completed and signed NDA has been provided, along with the email address used to register to the Proactis e-sourcing portal.

Upon receipt of signed NDA’s and registration on Proactis e-sourcing portal, please download the Banknote Destruction Equipment RFI which provides all the key information relating to this project.

Suppliers are required to provide responses, including supporting documentation on the options available to deliver the requirement, by the deadline detailed below.

**Deadline for the Return of the Banknote Destruction Equipment RFI:**

Suppliers’ responses to the Banknote Destruction Equipment RFI must be submitted via the ProContract e-sourcing portal by no later than **midday, Friday 29 October 2021**.

Please ensure suppliers allow sufficient time to respond to the Banknote Destruction Equipment RFI prior to the closing date and time, especially where documents are required to be uploaded to the portal.

Following receipt of written responses from suppliers in relation to the questions set out in the RFI, the Bank plans to develop specification and determine the optimal method of tendering for the replacement equipment and solution.

There is no guarantee that this RFI will lead to a competitive tender.

**PLEASE NOTE**: Any communication that does not relate to the request of an NDA must be submitted via the ProContract e-sourcing portal [www.bankofenglandtenders.co.uk](http://www.bankofenglandtenders.co.uk).