



## GENERAL TERMS AND CONDITIONS

### 1 Purpose of the RFI

- This Request for Information (RFI) is issued solely for the purpose of obtaining information to assist the institution in understanding market capabilities, potential solutions, and industry best practices.
- This RFI **does not constitute a solicitation or a request for bids/proposals** and will not result in the award of a contract.

### 2 No Obligation to Purchase

- TIA is under **no obligation to proceed** with any procurement process based on the responses to this RFI.
- Submission of information does **not create any legal or financial obligation** on the part of TIA.

### 3 Response Costs

- All costs associated with the preparation and submission of responses to this RFI shall be borne by the respondent.
- TIA will **not be liable** for any costs incurred by respondents in responding to this RFI.

### 4 Confidentiality and Proprietary Information

- Respondents are advised to clearly mark any confidential or proprietary information.
- The institution reserves the right to use or disclose information that is not marked as confidential.
- TIA may be required to disclose information under the **Promotion of Access to Information Act (PAIA), 2000 (Act No. 2 of 2000)**.

5      **Submission of Responses**

- Responses must be submitted in the manner and by the date specified in the RFI document.
- Late submissions may not be considered.

6      **Ownership of Responses**

- All documents submitted in response to this RFI become the **property of TIA** and will not be returned.

7      **No Representation or Warranty**

- TIA makes **no representation or warranty**, express or implied, as to the accuracy or completeness of the information contained in this RFI.

8      **Right to Amend or Cancel the RFI**

- TIA reserves the right to amend, modify, or cancel this RFI at any time without prior notice.

9      **No Commitment to a Future Tender**

- The issuance of this RFI **does not commit** TIA to issue a subsequent Request for Proposal (RFP) or Request for Bids (RFB).
- Participation in this RFI **does not guarantee** inclusion or advantage in any future procurement process.

10     **Communication and Enquiries**

- All communications and enquiries regarding this RFI must be directed in writing to the contact person specified in the document.
- Respondents are prohibited from contacting any other officials of the institution regarding this RFI.