



The University of Cape Town (the “**University**”)

## REQUEST FOR INFORMATION

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Document Number	UCT/2021/04/02
Document for	Invitation to Built Environment Professionals to apply for registration on UCT’s professional consultant’s data base
Issue Date	26 April 2021
Due Date	21 May 2021 @ 12h00
Primary Contact Person	<a href="mailto:tenders@uct.ac.za">tenders@uct.ac.za</a>

This is an official document that forms part of your response. It must be completed, signed, and returned to the University in its entirety. Please ensure that each page is initialled.

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All information in this Request for Information is strictly confidential

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## ANNEXURE A

### SECTION A – THE REQUEST FOR INFORMATION PROCESS

#### 1 INTRODUCTION

The University Of Cape Town (UCT) is calling for Built Environment professionals to respond to this Request for Information (RFI) in order to be added to UCT’s Professional Consultants Data base which forms part of the Sourcing of consultants process for various planning and design projects for a period of 36 months (3 years)

#### 2 B-BBEE POLICY

2.1 All existing and/or potential bidders are required to submit valid proof of their B-BBEE status in accordance with their specific sectoral requirements as determined by the Department of Trade and Industry and the relevant B-BBEE Codes of Good Practice. Suppliers who do not submit valid B-BBEE certificates or are non-compliant contributors to B-BBEE, will not qualify for preference points for B-BBEE.

#### 3 CONTACT PERSON

3.1 [tenders@uct.ac.za](mailto:tenders@uct.ac.za) (the “**Contact Person**”) is the sole point of contact. All enquiries and contact regarding this request should be in writing and directed to the Contact Person. He will arrange any necessary contact with the appropriate University personnel.

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#### 4 CANVASSING

- 4.1 Canvassing by the vendor in any form, of any member of staff or student of the University, for purposes of influencing the evaluation process, will automatically disqualify the vendor from the evaluation process.
- 4.2 The University of Cape Town (UCT) is committed to maintaining a culture of ethical compliance. If you have information regarding fraud, corruption or collusion by suppliers, service providers, please contact toll free UCT Whistle Blowing Hotline on 0800 650 000 or via email on [uct@whistleblowing.co.za](mailto:uct@whistleblowing.co.za). This is an accredited external hotline that operates 24 hours a day and is available 365 days a year.

#### 5 COSTS

The University shall not be liable for any costs incurred by any bidder in connection with its Response to this request.

#### 6 REQUEST RESPONSES

- 6.1 Responses to this request should provide sufficient information to address the University's requirements as set out in this document, together with all attachments and addenda hereto. Bidders are required to complete and sign this document and initial all pages as part of their Response.
- 6.2 All bidders are required to submit 1 (one) digital copy of the Response. The digital copy must be emailed to the Contact Person. Endorsed with the full project title "UCT/2021/04/02". By no later than 12:00pm (the "Closing Time") on the 21 May 2021 (the "Closing Date").
- 6.3 Any Response not received by the Contact Person by the Closing Time on the Closing Date will not be considered.

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- 6.4 Amended Responses may be sent, together with the original Responses, separate mail marked "AMENDMENT UCT/2021/04/02" and should be sent before the Closing Time on the Closing Date. An amended Response without an original Response will not be considered.
- 6.5 Responses must be completed and signed in black ink or may be typed where applicable. No correction fluid will be allowed on Responses. All amendments to completed sections must be deleted by ruling through and a signature appended next to each change, be it an addition or deletion.
- 6.6 All certified documents required to be submitted as part of a Response must have been certified within 6 (six) months of the date of the Response. Copies of certified documents will not be accepted and may, at the sole and absolute discretion of the University, result in automatic disqualification.
- 6.7 The University shall not be responsible for, or pay for, any expenses or losses which may be incurred by the vendor in the preparation and delivery of its Response.
- 6.8 All material submitted in reply to this document shall become the property of the University and may only be returned to a vendor at the University's discretion.
- 6.9 Responses submitted to the University may be reviewed and evaluated by any person appointed thereto by the University acting in its sole and absolute discretion, except for competitor vendors.
- 6.10 The University has the right to use any or all of the information presented to it in any Response to the request as it deems fit.

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## 7 CONFIDENTIALITY

- 7.1 The University considers this request and all information, either written or verbal, which is provided to the vendor in connection with this request, to be proprietary to the University.
- 7.2 By responding to this request, the vendor undertakes to:
- 7.2.1 keep strictly confidential and not to disclose, publish or advertise to any third party without the prior written consent of the University:
    - 7.2.1.1 any information either written or verbal relating to the Response or any contract concluded with the University prior to or subsequent to the evaluation process; or
    - 7.2.1.2 any information either written or verbal disclosed to the vendor which the vendor should reasonably have known to be confidential or proprietary; and
  - 7.2.2 procure that its officers, employees, agents and representatives shall keep all information referred to in 7.2.1 above confidential.

## 8 CONFLICT OF INTEREST

Each bidder must declare any actual or potential conflict of interests relating to the rendering of the Services to the University.

## 9 REQUESTS FOR ADDITIONAL INFORMATION

The University will respond to reasonable requests for additional information relating to this request. If a change or further explanation is deemed necessary by the University, the Contact Person will notify all vendors that an addendum to the request has been prepared.

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**10 ADDENDUM TO THE REQUEST**

Any changes or modifications to this request shall be made by a written addendum issued by the University. Bidders will be informed via email that an addendum to the request has been prepared. It is the responsibility of the bidder to complete and return the addendum.

**11 EVALUATION PROCESS**

11.1 The University will undertake a preliminary evaluation of Responses received and may decide to exclude Responses from further consideration at that stage. The University will not be obliged to give reasons for such exclusions unless required by law to do so.

11.2 No Response shall be deemed to have been accepted unless and until informed in writing.

11.3 The University shall have the absolute right to:

- 11.3.1 accept a Response; or
- 11.3.2 reject a Response; or
- 11.3.3 disqualify a Response / vendor; or
- 11.3.4 not consider a Response at all.
- 11.3.5 conduct a skills/competence and experience audit of the bidders' implementation team, in addition to performing reference checks by contacting the vendor's list of references,
- 11.3.6 inspect the bidders' facilities,

11.4 The University shall have no obligation to provide reasons for the exercise of the above rights unless required by law to do so.

11.5 The University will inform the unsuccessful bidders by electronic mail once

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the full process has been completed.

## 12 REQUEST FORMAT

The table below lists the components of this request that are to be completed and returned in both hard copy and electronic copy as part of the vendor's Response. All word and excel documentation provided to the vendors within this request is requested to be returned in original form.

Appendix Number	Description of Appendix	Requirement
Appendix A	UCT's requirements for Built Environment Professionals to apply for registration on UCT's professional consultant's data base	A signed copy of the printout of each page of the electronic document including all accompanying questionnaires
Appendix B	Company Information	Certification of Incorporation / Change of name
Appendix C	Tax Clearance Certification / Workman's Compensation	Original valid Tax Clearance Certificate / Original valid Workman's Compensation Certificate
Appendix D	Audited Financial Statements	Audited financials for 2018 and 2019 or certified letter of good standing from Auditors
Appendix E	BBBEE Certification	A valid BBBEE Certificate
Appendix F	Brochures and Samples	Copies of brochures and samples
Appendix G	Additional Information	Any additional information that the vendor deems necessary for purposes of the Response.  All documents presented in this section must be clearly separated by header pages and be presented in the order listed



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Appendix Number	Description of Appendix	Requirement
Appendix H	Professional Accreditation	Statutory Professional Body registration and accreditation of current staff members
Appendix I	Confirmation of Bank details	Certified proof from the bank
Appendix J	Proof of reputable experience as a Built Environment Professional	These references should include completed projects, the name of the Client organisation, nature of contract, contact person, email address and office telephone number etc. All references provided should not be older than five (5) years.
Appendix K	CV's of Key Staff Members	CV's of Directors of the applicant company and lead technical staff.

### 13 GENERAL COMPETENCE

UCT shall use a combination of factors to determine the successful company with whom it wishes to partner with. The criteria used shall include but not necessarily be restricted to:

- 13.1 Completion and correctness of Response
- 13.2 Relevant experience from other institutions, qualifications, and successes in providing similar services, which are comparable to UCT
- 13.3 The quality of the staff listed, detailed résumés of key staff members and their relevant experience
- 13.4 Capacity (viz. its perceived capacity to handle contracts of the magnitude involved)

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- 13.5 The Bidder must satisfy the University that they have the necessary financial capacity, including working capital and other required resources

**14 DISCLAIMER**

- 14.1 While UCT has taken reasonable measures to ensure that all information contained in the request documents are correct and complete, UCT does not, however, make any representations or warranties, express or implied, as to the accuracy or completeness of such information and UCT expressly disclaims any and all liability for such representations, warranties or statements.
- 14.2 It is the responsibility of the bidder to submit an acceptable bid which in all respects, complies with the specifications and conditions of the bid as set out in the bid document
- 14.3 Unless otherwise indicated in the bidding documents, UCT shall not be liable for any cost or expense incurred in the preparation and submission of a bid.

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**SECTION B**

**ANNEXURE B: BASIC INFORMATION**

<b>FORM 1: BASIC INFORMATION</b>		
1.	Name of Vendor	.....
2.	a) Type of organisation e.g. Limited Liability Company/Joint Venture/Consortium/Other  b) Company Registration No:	..... ..... .....
3.	Registered address of the organisation:	..... ..... .....
4.	Head Office                      Postal address:  Street address:	..... ..... ..... .....
5.	Head Office                      Telephone No:  E-mail:	..... .....
6.	Contact Persons                      Name(s):  Telephone No(s):  E-mail:	..... ..... .....
7.	Is this a foreign organization?	.....

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*ITEMS 7. TO 8.4 BELOW NEED ONLY BE COMPLETED IF THE ORGANISATION WISHING TO SUBMIT A RESPONSE IS A FOREIGN ORGANISATION*

8.	If the answer to 7. above is Yes:	
8.1	Name of South African Branch	.....
8.2	Registered address of South African office:	..... ..... .....
8.3	South African office:    Street address	..... ..... .....
	Postal address	..... ..... .....
8.4	South African office:    Telephone No(s):	.....
	E-mail:	.....

*ITEMS 9 TO 12.2 BELOW NEED ONLY BE COMPLETED IF THE VENDOR IS A JOINT VENTURE, CONSORTIUM OR COMPANY TO BE FORMED FOR THE PROJECT*

9.	Is the organisation already constituted by way of a formal written agreement?  Yes/No	
10.	Has the organisation been formed (or will it be formed) specifically to cater for any project this Request for Information may create?  Yes/No	.....
11.	If the answer to 9 above is Yes, for how many years has the organisation been in business?  In own country:  Internationally:	..... .....

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12.	If the answer to 9 above is Yes, give name, branch office and telephone numbers of the organisation's bankers:	
12.1	Head Office	.....
12.2	South African office (if applicable)	..... .....

*ITEMS 13 TO 14.2 BELOW NEED ONLY BE COMPLETED IF THE VENDOR IS A REGISTERED COMPANY OR SIMILAR ORGANISATION*

13.	For how many years has the organisation been in business:	
	In South Africa:	.....
	In own country:	.....
	Internationally:	.....
14.	Name, branch office and telephone number of the organisation's bankers:	
14.1	Head Office:	..... .....
14.2	South African Office (if applicable)	..... .....
15.	Does the Vendor have any objection to UCT or its consultants/advisors contacting any of the bankers or other references listed in these forms directly? Yes / No	
16.	If the answer to 15 above is Yes, please state requirements/procedures to be adopted: _____ _____ _____	

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**ANNEXURE C: LEGAL STANDING**

<b>FORM 2: LEGAL STANDING</b>	
	<i>Note: One of these forms is to be completed by each participating organisation, including the Vendor.</i>
1.	Name of Vendor: _____
2.	Name of Organisation to whom this data applies: _____
3.	Role of organisation [i.e. Vendor, subsidiary, principal, subcontractor, or advisor] _____
Please state the extent of any material pending or threatened litigation or other legal proceedings against the organisation.	
Give the Organisation's history of litigation or arbitration from contracts executed in the last 5 years or currently under execution. Please indicate for each case the year, name of employer, cause for litigation, matter in dispute, disputed amount and whether the award was for or against the organisation	

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**ANNEXURE D: SIGNATORY’S AUTHORITY**

**SIGNATORY’S AUTHORITY**

*The signatory for a company, joint venture or consortium must establish his/her authority by enclosing a copy of the relevant resolution(s) of the Board of Directors for each constituent company, duly signed and dated. An example is shown below:*

**COMPANY NAME**

By resolution of the Board of Directors at a meeting on the .....(day) of  
.....(month and year) at.....,  
.....(name) whose signature appears below, has been duly  
authorised to sign all documents in connection with University of Cape Town REQUEST FOR  
INFORMATION UCT  
On behalf of

.....  
[COMPANY NAME - BLOCK CAPITALS]

SIGNED FOR AND ON BEHALF OF THE COMPANY

.....

IN HIS/HER CAPACITY AS DATE

.....

SPECIMEN SIGNATURE OF SIGNATORY

.....

WITNESSES:

- 1. .... (Name)  
..... (Signature)
  
- 2. .... (Name)  
..... (Signature)

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**ANNEXURE E: DECLARATION OF INTEREST**

1. Any person, including persons employed by the University, or persons having a kinship with persons employed by the University, including a blood relationship, may submit a Response in terms of this Request for Information. In view of possible allegations of favouritism, should any resulting contract or part thereof be awarded to persons employed by the University, or to persons connected with or related to them, it is required that the vendor or his/her authorised representative declare his/her position to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where the vendor is employed by the University; and/or the legal person on whose behalf the Response is signed, has a relationship with persons/a person who are/is involved in the evaluation and/or adjudication of the Response(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the representative acts and persons who are involved with the evaluation and/or adjudication of the Response.

1 In order to give effect to the above, the following questionnaire must be completed and submitted with the Response.

2.1 Are you or any person connected with the Response employed by the University?  
Yes / No. If so, please state particulars.....

2.2 Do you, or any person connected with the Response have any relationship (family, friend, other) with a person employed by the University and who may be involved with the evaluation and or adjudication of the Response?  
Yes / No. If so, please state particulars .....

2.3 Are you or any person connected with the Response aware of any relationship (family, friend, other) between the vendor and any person employed by the University, who may be involved with the evaluation and or adjudication of this Response?  
Yes / No. If so, please state particulars .....



## APPENDIX A: INFORMATION REQUIRED

The information required listed in table below:

Mark professional discipline applying for in table below. Multiple disciplines can be marked for selection.

Proof of accreditation must be given for each selected discipline as part of Appendix H Professional Accreditation. List number of staff in each category of experience.

Professional Discipline	Mark Selection	Registered with less than 3 years' experience after registration	Registered with 3 to 5 years' experience after registration	Registered with 5 to 7 years' experience after registration	Registered with 7 to 9 years' experience after registration	Registered with more than 9 years' experience after registration
Architecture						
Landscape Architecture						
Civil Engineering						
Electrical Engineering						
Mechanical Engineering/Building Services						
Structural Engineering						
Environmental Planners						
Interior Design						
Project Management						
Quantity Surveying						
Signage & Way finding						
Security Systems						
Traffic Engineering						
Town / Regional Planning						
Rational Fire Design						
Acoustic Engineering						
Heritage Consulting						
Land Surveying						
Urban Design & Planning						

Proof of reputable experience as a built environment professional. A minimum of 5 projects in the past 5 years must be indicated, these references should include the name of the entity, nature of contract, contact person, email address and office telephone number etc. All references provided should not be older than five (5) years, and forms part of Appendix J

<b>Professional Discipline</b>	<b>Mark Selection</b>	<b>Project value between R500,000 and R1,5 mill</b>	<b>Project value between R1,6 and R3 mill</b>	<b>Project value between R3,1 and R5 mill</b>	<b>Project value between R5,1 and R10 mill</b>	<b>Project value more than R10 mill</b>
Architecture						
Landscape Architecture						
Civil Engineering						
Electrical Engineering						
Mechanical Engineering / Building Services						
Structural Engineering						
Environmental Planners						
Interior Design						
Project Management						
Quantity Surveying						
Signage & Way finding						
Security Systems						
Traffic Engineering						
Town / Regional Planning						
Rational Fire Design						
Acoustic Engineering						
Heritage Consulting						
Land Surveying						
Urban Design & Planning						

## APPENDIX B - COMPANY INFORMATION

Documentation	Requirement	Included in required format (Please tick)
Certificate of Incorporation	Original, certified copies	<input type="checkbox"/>
Certificate of name change		

Please sign that the contents of this Appendix have been verified	
Name	
Signature	



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**APPENDIX C- TAX CLEARANCE AND WORKMAN’S COMPENSATION**

Documentation	Requirement	Included in required format (Please tick)
Tax Clearance Certificate	Original, certified copies	<input type="checkbox"/>
Workman’s Compensation Certificate	Original, certified copies	<input type="checkbox"/>

Please sign that the contents of this Appendix have been verified	
Name	
Signature	



**APPENDIX D - AUDITED FINANCIAL STATEMENTS**

Documentation	Requirement	Included in required format (Please tick)
Audited financials 2018 / 2019 / 2020	Original, certified copies or Certified letter of good standing from Auditors	<input type="checkbox"/>

Please sign that the contents of this Appendix have been verified	
Name	
Signature	



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## APPENDIX E - BBBEE

Documentation	Requirement	Included in required format (Please tick)
BBBEE certificate	Original certificate in accordance with specific sectoral requirements as determined by the Department of Trade and Industry	<input type="checkbox"/>

Please sign that the contents of this Appendix have been verified	
Name	
Signature	



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**APPENDIX F – COMPANY PROFILE, BROCHURES AND SAMPLES**

Documentation	Requirement	Included in required format (Please tick)
Company Profile, Brochure & Samples	Each section must be labelled with a header page: "Appendix F"	<input type="checkbox"/>

Please sign that the contents of this Appendix have been verified	
Name	
Signature	



**APPENDIX G - ADDITIONAL INFORMATION**

Documentation	Requirement	Included in required format (Please tick)
<p>Any additional information that the bidder deems necessary for purposes of the Response.</p> <p>Any Additional information related to your offering or company that you would like to include</p>	<p>Each section must be labelled with a header page: "Appendix G"</p>	<p style="text-align: center;"><input type="checkbox"/></p>

<p>Please sign that the contents of this Appendix have been verified</p>	
<p>Name</p>	
<p>Signature</p>	



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## APPENDIX H – PROFESSIONAL ACCREDITATION

Documentation	Requirement	Included in required format (Please tick)
Statutory Professional Body registration and accreditation	Each section must be labelled with a header page: "Appendix H"	<input type="checkbox"/>

Please sign that the contents of this Appendix have been verified	
Name	
Signature	



**APPENDIX I – CONFIRMATION OF BANK DETAILS**

Documentation	Requirement	Included in required format (Please tick)
Bank certified proof of Bank details	Each section must be labelled with a header page: "Appendix I"	<input type="checkbox"/>

Please sign that the contents of this Appendix have been verified	
Name	
Signature	



**APPENDIX J – PROOF OF REPUTABLE EXPERIENCE AS A BUILT ENVIROMENT PROFESSIONAL**

Documentation	Requirement	Included in required format (Please tick)
<p>These references should include the name of the entity, nature of contract, contact person, email address and office telephone number etc. All references provided should not be older than five (5) years.</p>	<p>Each section must be labelled with a header page: "Appendix J"</p>	<p style="text-align: center;"><input type="checkbox"/></p>

<p>Please sign that the contents of this Appendix have been verified</p>	
<p>Name</p>	
<p>Signature</p>	



## APPENDIX K – CV’S OF KEY STAFF MEMBERS

Documentation	Requirement	Included in required format (Please tick)
CV’s of Directors of the applicant’s company and lead technical staff	Each section must be labelled with a header page: “Appendix K”	<input type="checkbox"/>

Please sign that the contents of this Appendix have been verified	
Name	
Signature	



## APPENDIX L – DECLARATION OF INTEREST

Any person, including persons employed by the University, or persons having a kinship with persons employed by the University, including a blood relationship, may submit a Tender in terms of this Tender. In view of possible allegations of favouritism, should any resulting contract or part thereof be awarded to persons employed by the University, or to persons connected with or related to them, it is required that the Tenderer or his/her authorised representative declare his/her position to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where the Tenderer is employed by the University; and/or the legal person on whose behalf the Tender is signed, has a relationship with persons/a person who are/is involved in the evaluation and/or adjudication of the Tender(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the representative acts and persons who are involved with the evaluation and/or adjudication of the Tender.

In order to give effect to the above, the following questionnaire must be completed and submitted with the Tender.

1. Are you or any person connected with the Tender employed by the University?

Yes / No.

If so, please state particulars:

.....

2. Do you, or any person connected with the Tender have any relationship (family, friend, other) with a person employed by the University and who may be involved with the evaluation and or adjudication of the Tender?

Yes / No.

If so, please state particulars:

.....

3. Are you or any person connected with the Tender aware of any relationship (family, friend, other) between the Tenderer and any person employed by the University, who may be involved with the evaluation and or adjudication of this Tender?

Yes / No.

If so, please state particulars:

.....

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Please sign that the contents of this Appendix have been  
verified

Name

Signature