

RFP045/2025_ REQUEST FOR PROPOSAL: SOURCING OF SERVICE PROVIDER TO DEVELOP A SUSTAINABILITY & ESG FRAMEWORK & TOOLKIT FOR DBSA MUNICIPALITIES

ADDITIONAL QUESTIONS AND ANSWERS

Questions	Responses
<p>Our organization recently attended the briefing session for the aforementioned tender and would like to express our interest in submitting a bid. However, we would like to formally raise a concern regarding the timelines and certain requirements that, in our view, may disproportionately disadvantage smaller enterprises.</p> <p>In particular, we refer to the following clauses:</p> <p>1. Clause 18.2 – Bidders' Responsibilities:</p> <p>South African bidders with an annual total revenue of ZAR10 million or less, qualifying as Exempted Micro Enterprises (EMEs) under the B-BBEE Act, are required to submit a certificate issued by a registered, independent auditor or accredited verification agency (who is neither the bidder nor part of the bidder).</p> <p>This requirement imposes a significant administrative and financial burden on small businesses within the limited timeframe.</p> <p>2. Client References:</p> <p>The requirement for a minimum of five (5) client references, in the form of formal letters or emails from clients and adhering to the format specified in Annexure C, presents an additional time-intensive task, particularly for EMEs who may not have formalised such documentation previously.</p>	<p>As Per the Terms of Reference,</p> <p>“The Bidder is recommended to use the attached reference letter template to obtain clear and easily verifiable references in response to the bid requirements.</p> <p>Please note that the DBSA is a state-owned entity and, as such, adheres to prescribed guidelines, including the BBBEE Act and the relevant National Treasury regulations.</p> <p>Our requirements are aligned with the BBBEE Act, and the tender was advertised for a period of 21 days, as prescribed, to allow adequate time for responses. We believe this period was sufficient. Additionally, DBSA has published the Questions and Answers from the clarification meeting on its website for transparency.</p> <p>Furthermore, bidders were informed that the testing of the toolkit would be limited to a maximum of three municipalities. All necessary information has been made available to allow bidders to customize their methodologies accordingly.</p> <p>Regrettably, no further extensions can be granted</p>



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<p>Furthermore, during the clarification meeting, it was indicated that additional municipal data would be shared to enable bidders to tailor their proposed ESG methodology appropriately to the client’s environment. To date, this data has not yet been provided, further limiting our ability to adequately prepare a comprehensive and compliant submission.</p> <p>In light of the above, and as an EME genuinely committed to submitting a competitive bid, we kindly request a minimum two-week extension to the submission deadline. This will allow all interested bidders, particularly smaller entities, sufficient time to meet the stated requirements and respond meaningfully to the tender.</p> <p>We hope that this request will be given due consideration in the spirit of encouraging inclusive and equitable participation.</p>	
<p>Our Reference letters signed by prospective clients, don’t necessarily have the cost on the letter itself. We can provide this in Annexure B. However, on the basis on time, requesting new letter will not be available in time for the bid. Is this acceptable?</p>	<p>The Technical/ Functional Criteria states:</p> <p>Each client reference must meet ALL of the following requirements to be accepted for evaluation:</p> <ol style="list-style-type: none"> 1. Stipulate the client contact details (name and phone number/ email). 2. Detailed description of actual services provided. 3. Stipulate the contract implementation date - the work should have been completed in the last 8 years to qualify. <p>N.B. Client references that do not meet ALL of the above requirements will be automatically disqualified.</p> <p>Annexure C – the recommended format – if the service provider wants to use – project cost is also stated as (optional)not mandatory</p>
<p>Is there a budget cap for the project?</p>	<p>The budget cap cannot be disclosed.”</p>



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Is there a possibility of an extension in the submission date?	Unfortunately, no.
What role should in-house digital expertise/experience play? (digital dashboard)	Excel-based tool is required with PowerBi compatibility for data visualization (output dashboard). Excel tool should also have results as a dashboard. DBSA team should be able to maintain, update, and adapt as needs evolve.
Does the Sustainability and ESG framework and toolkit entails both- physical as well as transition Climate risk assessment?	As part of scope of work, the Service provider is to propose material ESG factors. Per RFP ToR, section 10 Part of the workshop, includes engaging on material ESG factors (materiality mapping) to be considered in the framework and toolkit.
Do we also need to develop a TCFD/IFRS S2 and/or TNFD aligned disclosure?	No
Will the sustainability and ESG risk rating dashboard cover all three sectors of local government i.e., Metros, District, and under-resourced municipalities?	Per the RFP, section 4 (expected outputs and deliverables) The Sustainability and ESG risk rating dashboard is for the assessed municipalities (undertaken during the workshop). Robustness of the tool infers that all factors of local government are considered.
Please can you clarify if the framework is intended to cover the municipality as an overall entity and is applied annually/periodically or if it is meant to be used for specific municipal infrastructure investments and is applied at inception and then annually/periodically.	Per the RFP, section 1 (context) As a result, it is important for the DBSA to have a bespoke Sustainability and ESG framework and toolkit for municipalities to be used in its investment decision making at multiple points including pre- investment screening, due diligence



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	<p>and post-investment portfolio monitoring. The Sustainability and ESG framework and toolkit is expected to assist in managing Sustainability and ESG investment risk and pricing, such as climate change risk, when the risk cannot be easily addressed – for example, municipalities in areas that are expected to be significantly affected by sea level rise would not be able to avoid the costs associated with repairing damaged infrastructure. The framework and tool should also be able assist with managing greenwashing risks around use of proceeds, data availability (ESG data is not widely disseminated), and data quality and comparability. Lastly, the bespoke framework and tool should assist the Bank in understanding where ESG data gaps in municipalities exist so targeted interventions can take place (e.g. where it is found that a municipality does not have a Disaster Management Plan, or a Climate Change Strategy, or where the municipality does not have resourcing (technical) capabilities/ capacity).</p>

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