

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

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CLOSING DATE	26 NOVEMBER 2026
CLOSING TIME	12:00PM (MIDDAY)
BRIEFING SESSION	COMPULSORY
	DATE: 09 NOVEMBER 2026
	VENUE: MICROSOFT TEAMS (VIRTUAL)
	TIME: 11:00 AM
BID DOCUMENTS DELIVERY ADDRESS	PASSENGER RAIL AGENCY OF SOUTH AFRICA UMJANTSHI HOUSE 30 WOLMARANS STREET BRAAMFONTEIN JOHANNESBURG 2001
BIDDER NAME	

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DISCLAIMER

This document is provided solely for the purpose set out in this RFP and is not intended to form any part or basis of any investment decision by Bidders. The recipient should not consider the document as an investment recommendation by Intersite Asset Investments SOC Ltd ("Intersite"), a subsidiary of the Passenger Rail Agency of South Africa (PRASA), or any of its advisers.

Each person to whom this document (and other later documents) is made available must make his own independent assessment of the Project after making such investigation and taking such professional advice as he/she or it deems necessary. Neither the receipt of this document or any related document by any person, nor any information contained in the documents or distributed with them or previously or subsequently communicated to any Bidder or its advisers, is to be taken as constituting the giving of investment advice by PRASA or its advisers.

Whilst reasonable care has been taken in preparing this RFP and other documents, they do not purport to be comprehensive or true and correct. Neither PRASA nor any of its advisers accept any liability or responsibility for the adequacy, accuracy, or completeness of any of the information or opinions stated in any document.

Recipients should acquaint themselves with this RFP and take note that no representation or warranty, express or implied, is or will be given by PRASA, or any of its officers, employees, agents or advisers with respect to the information or opinions contained in any document or on which any document is based. Any liability in respect of such representations or warranties, howsoever arising, is hereby expressly disclaimed.

If any recipient, or its employees, advisers or agents make or offer to make any gift to any of the employees of PRASA or consultant to PRASA on the RFP either directly or through an intermediary then such recipient or Bidder will be disqualified forthwith from participating in the RFP.

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Each recipient of this RFP agrees to keep confidential any information of a confidential nature which may be contained in the information provided by PRASA, or any of its officers, employees, agents or advisers (the “Confidential Information Provided”). The Confidential Information provided may be made available to Bidder’s subcontractors, employees and professional advisers who are directly involved in the appraisal of such information (who must be made aware of the obligation of confidentiality) but shall not, either in whole or in part, be copied, reproduced, distributed or otherwise made available to any other party in any circumstances without the prior written consent of PRASA, nor may it be used for any other purpose than that for which it is intended.

These requirements do not apply to any information which is or becomes publicly available or is shown to have been made available (otherwise than through a breach of a confidentiality obligation). Bidders, Key Contractors and their constituent members, agents and advisers, may be required to sign confidentiality Contracts/undertakings (in such form as PRASA may require from time to time).

All Confidential Information Provided (including all copies thereof) remains the property of PRASA and must be delivered to PRASA on demand. Further, by receiving this RFP each Bidder and each of its members agrees to maintain its submission in response to this RFP confidential from third parties other than PRASA and its officials, officers and advisers who are required to review the same for the purpose of procurement of the RFP.

Any recipient residing outside the Republic of South Africa is urged to familiarise themselves with and to observe any regulatory requirements relevant to the proposed transaction (whether these derive from a regulatory authority within or outside the Republic of South Africa).

Any requirement set out in this RFP (including any deliverables) regarding the content of a response to the RFP is stipulated for the sole benefit of PRASA and, unless expressly stated to the contrary, may be waived at its discretion at any stage in the procurement process.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
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PRASA is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a Proposal in response to it. Please note that PRASA reserves the right to:

- a) Modify the RFP's goods / service(s) / works and request Bidders to re-bid on any changes;
- b) Withdraw or amend the RFP at any time without prior notice or liability to compensate or reimburse any bidder;
- c) Reject any Proposal which does not conform to instructions and specifications which are detailed herein;
- d) Disqualify Proposals submitted after the stated submission deadline;
- e) Call on a bidder to provide any additional documents that PRASA may require and that have not been submitted to PRASA;
- f) Withdraw the RFP on good cause shown;
- g) Award a contract in connection with this Proposal at any time after the RFP's closing date;
- h) Make no award at all;
- i) Validate any information submitted by Bidders in response to this bid. This would include, but is not limited to, requesting the Bidders to provide supporting evidence. By submitting a bid, Bidders hereby irrevocably grant the necessary consent to PRASA to do so;
- j) Request annual financial statements prepared and signed off by a professional accountant or other documentation for the purposes of a due diligence exercise; and/or
- k) Not accept any changes or purported changes by the Bidder to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provides for it.

To adopt any proposal made by any bidder at any time and to include such proposal in any procurement document which may or may not be made available to other bidders.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
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All costs and expenses incurred by Bidders in submitting responses to this RFP shall be borne by the Bidders and PRASA shall not be liable for any costs or expenses whatsoever or any claim for reimbursement of such costs or expenses.

Should a contract be awarded on the strength of information furnished by the Bidder which, after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract and/or place the Bidder on PRASA's list of Restricted Suppliers.

PRASA reserves the right to negotiate a market-related price with the bidder scoring the highest points or cancel the bid; if the bidder does not agree to a market-related price, negotiate a market-related price with the bidder scoring the second highest points or cancel the bid; if the bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the bidder scoring the third highest points or cancel the bid. If the market-related price is not agreed as envisaged in this paragraph, PRASA will cancel the bid.

PRASA reserves the right to negotiate the Best and Final Offer (BAFO) with selected Bidders where none of the Proposals meet the RFP requirements, are affordable and demonstrate value for money and there is no clear preferred response to the RFP.

PRASA will not reimburse any Bidder for any preparatory costs or other work performed in connection with its Proposal, whether or not the Bidder is awarded a contract.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
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TABLE OF CONTENTS

SECTION 1: NOTICE TO BIDDERS	12
1. INVITATION TO BID.....	12
2. FORMAL BRIEFING.....	14
3. BRIEFING SESSION MINUTES AND NOTES	15
4. PROPOSAL SUBMISSION OF RFP RESPONSE.....	15
5. DELIVERY INSTRUCTION FOR RFP.....	16
5.1 Delivery of Bid	16
5.2 B-BBEE Joint Ventures or Consortiums	16
6. COMMUNICATION	17
7. CONFIDENTIALITY	18
8. INSTRUCTIONS FOR COMPLETING THE RFP	20
9. RFP TIMETABLE	23
10. LEGAL COMPLIANCE	24
11. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE.....	24
12. TAX COMPLIANCE.....	25
13. PROTECTION OF PERSONAL DATA	26
SECTION 2: BACKGROUND, OVERVIEW AND SCOPE REQUIREMENTS	27
1. INTRODUCTION AND BACKGROUND	27
2. OVERVIEW	28
3. KEY OBJECTIVES OF THE RFP	29
4. SCOPE OF WORK	30
4.1 Objective 1: ESG Gap Analysis	30
4.2 Objective 2: ESG Framework.....	31
4.3 Objective 3: ESG Policy and Process	31
4.4 Objective 4: In-Depth ESG Assessment	31
4.5 Objective 5: ESG Roadmap	32
4.6 Objective 6: Efficient Reporting Tools and Mechanisms	32
4.7 Overarching Requirements	33
5. EVALUATION METHODOLOGY	34
5.1 Evaluation and Scoring Methodology	34
5.2 Evaluation Criteria	35
5.3 Stage 1: Compliance Requirements	36

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

5.4	Stage 2: Technical / Functionality Requirements - (To be submitted in envelope 1).....	37
5.5	Technical/Functional Detailed Evaluation Criteria	38
5.6	Stage 3: Pricing and Specific Goals - (To be submitted in envelope 2).....	59
5.7	Points Awarded for Specific Goals	60
6.	OBJECTIVE CRITERIA	62
7.	SPLITTING OF AWARDS	62
8.	APPOINTMENTS OTHER THAN THE SUCCESSFUL BIDDER	62
9.	VALIDITY PERIOD	63
10.	THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME	63
11.	POST TENDER NEGOTIATION	63
12.	FINAL CONTRACT AWARD.....	64
13.	FAIRNESS AND TRANSPARENCY	64
	SECTION 3: PRICING AND DELIVERY SCHEDULE	65
1.	PRICING	65
2.	DISCLOSURE OF PRICES QUOTED.....	66
3.	OWNERSHIP OF DESIGN	66
4.	SERVICE LEVELS	67
5.	TOTAL COST OF OWNERSHIP (TCO).....	67
6.	FINANCIAL STABILITY	68
7.	VALIDITY OF RETURNABLE DOCUMENTS.....	69
8.	CERTIFICATE OF ACQUAINTANCE WITH RFP TERMS & CONDITIONS & APPLICABLE DOCUMENTS	70
9.	GENERAL CONDITIONS	72
9.1	Alternative Bids	72
9.2	PRASA Tender Forms	72
9.3	Precedent	72
9.4	Response to RFP-Confidentiality	72
9.5	Response to the RFP – RFP Disqualification	74
9.6	Corruption, Gifts and Payments	74
9.7	Insurance.....	74
9.8	No Contact Policy.....	75
9.9	Conflict of Interest	75
9.10	Bidder's declaration regarding PEP/PIP	76
9.11	Collusion and Corruption.....	77
9.12	Consortium Changes	78
9.13	Costs of Response to the RFP Submission	79
9.14	Response to the RFP Warranty	79
10.	CONDITIONS OF TENDER.....	80

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

LIST OF BID DOCUMENTS

INVITATION TO BID PART A	FORM A
TERMS AND CONDITIONS FOR BIDDING PART B	FORM B
TENDER FORM (PRICING SCHEDULE)	FORM C
TENDER BRIEFING SESSION (COMPULSORY)	FORM D
STATEMENT OF WORKS SUCCESSFULLY CARRIED OUT BY BIDDER	FORM E
SECURITY SCREENING FORM	FORM F
ACKNOWLEDGEMENT	FORM G
SBD 4 BIDDER'S DISCLOSURE	
SBD 5 THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME	
SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022	

LIST OF ANNEXURES TO THE RFP

REQUEST FOR PROPOSAL (RFP)	ANNEXURE 1
LIST OF PRASA TENDER RETURNABLE FORMS	ANNEXURE 2
SPECIFICATIONS / SCOPE OF WORK	ANNEXURE 3
RFP CLARIFICATION FORM	ANNEXURE 4
PRICING SCHEDULE	ANNEXURE 5

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

FORM C

ANNEXURE 6

DRAFT CONTRACT

ANNEXURE 7

ACRONYMS

BBBEE	Broad Based-Black Economic Empowerment
CIDB	Construction Industries Development Board
DTiC	The Department of Trade and Industry and Competition
PPPFA	Preferential Procurement Policy Framework Act 5 of 2000 (as amended from time to time)
PFMA	Public Finance Management Act No.1 of 1999 (as amended from time to time)
PRASA	Passenger Rail Agency of South Africa
RFP	Request for Proposal
SANAS	South African National Accreditation System

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

INTERPRETATION

In this RFP, unless inconsistent with or otherwise indicated by the context:

- a) headings have been inserted for convenience only and should not be taken into account in interpreting the RFP;
- b) any reference to one gender shall include the other gender;
- c) words in the singular shall include the plural and vice versa;
- d) any reference to natural persons shall include legal persons and vice versa;
- e) words defined in a specific clause have the same meaning in all other clauses of the RFP, unless the contrary is specifically indicated;
- f) any reference to the RFP, schedule or appendix, shall be construed as including a reference to any RFP, schedule or appendix amending or substituting that RFP, schedule or appendix;
- g) the schedules, appendices and Briefing Notes issued pursuant to this RFP, form an indivisible part of the RFP and together with further clarifying and amending information provided by PRASA, constitute the body of RFP documentation which must be complied with by Bidders;
- h) in the event of any inconsistency between this RFP or other earlier information published with regard to the Project, the information in this RFP shall prevail; and
- i) this RFP shall be governed by and applied in accordance with South African law.

DEFINITIONS

In this RFP and in any other project documents (as defined below) which so provide, the following words and expressions shall have the meaning assigned to them below and cognate expressions shall have a corresponding meaning, unless inconsistent with the context:

- i. **“Accounting Authority”** means the Board of PRASA;
- ii. **“Contract”** means the Contract to be entered into between PRASA and the successful Bidder for the provision of the services procured in this RFP;
- iii. **“Bid”** means the Bid(s) to the RFP submitted by Bidder(s);
- iv. **“Bidders Briefing Session”** means the compulsory briefing session to be held at the offices of PRASA in order to brief the Bidders about this tender;

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

- v. **“Black Enterprise”** means an enterprise that is at least 51% beneficially owned by Black People and in which Black People have substantial Management Control. Such beneficial ownership may be held directly or through other Black Enterprises;
- vi. **“Black Equity”** means the voting equity held by Black People from time to time;
- vii. **“Black People”** has the same meaning as ascribed to the Broad-Based Black Economic Empowerment Act, 2003, as amended;
- viii. **“Black Woman”** means an African, Coloured or Indian South African female citizen;
- ix. **“Briefing Note”** means any correspondence to Bidders issued by PRASA;
- x. **“Business Day”** means any day except a Saturday, Sunday or public holiday in South Africa;
- xi. **“Bidders”** means individuals, organisations or consortia that have submitted responses to the RFP in respect of the tender;
- xii. **“Consortium”** means any group of persons or firms jointly submitting a Bid in response to this RFP and “Consortia” means more than one Consortium;
- xiii. **“Contractor”** means the successful Bidder who has signed a Contract with PRASA in terms of this RFP.
- xiv. **“Closing Date”** means the closing date for submission of bids/ Proposals by Bidders which is **26 NOVEMBER 2026 AT 12:00PM**
- xv. **“Project”** means this project for **THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP AN ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS.**
- xvi. **“RFP”** means the Request for Proposal issued by PRASA for this tender; and
- xvii. **“Scope of Work”** means the scope of work for this project as detailed in the RFP technical specifications.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

SECTION 1

NOTICE TO BIDDERS

1. INVITATION TO BID

You are hereby invited to submit a bid to meet the requirements of the Passenger Rail Agency of South Africa. Responses to this RFP [hereinafter referred to as a **Bid** or a **Proposal**] are requested from persons, companies, close corporations, or enterprises [hereinafter referred to as an **entity**, **Bidder**].

BID DESCRIPTION	REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS.
BID ADVERT	This RFP may be downloaded directly from National Treasury's e-Tender Publication Portal at www.etenders.gov.za free of charge. With effect from 27 October 2026
ISSUE DATE	27 October 2026
BRIEFING SESSION	COMPULSORY 09 NOVEMBER 2026
CLOSING DATE	26 November 2026 Bidders must ensure that bids are delivered timeously to the correct address. As a general rule, if a bid is late or delivered to the incorrect address, it will not be accepted for consideration.
VALIDITY PERIOD	90 Working Days from Closing Date Bidders are to note that they may be requested to extend the validity period of their bid, at the

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

	same terms and conditions, if the internal evaluation process has not been finalised within the validity period.
CLOSING DATE FOR QUESTIONS	12 November 2026
CLOSING DATE FOR RESPONSES	16 November 2026
CONTACT PERSON	Max Mashabane Max.mashabane@prasa.com

Any additional information or clarification will be emailed to all Respondents, if necessary.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

2. FORMAL BRIEFING

A compulsory briefing will be conducted virtually through Microsoft Teams on **Monday, 09 November 2026, at 11H00am**. The briefing session will start punctually, and information will not be repeated for the benefit of Bidders arriving late.

2.1 A Certificate of Attendance in the form set out in Form D hereto must be completed and submitted with your Proposal, as proof of attendance is required for a compulsory meeting and/or RFP briefing. Bidders must also appear on the Compulsory Briefing Session Register.

2.2 Bidders are requested to use the link below to access the meeting:

Microsoft Teams meeting

Join:

<https://teams.microsoft.com/meet/324182346588745?p=8xqhEKtENyHuCwwpnH>

Meeting ID: 324 182 346 588 745

Passcode: S5UC9nR3

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

3. BRIEFING SESSION MINUTES AND NOTES

- 3.1 PRASA will issue briefing session minutes or notes together with the responses to the clarification questions on 16 November 2026.
- 3.2 Clarifications will be issued to all Bidders to this RFP utilising the contact details provided at receipt of the responses to the RFP documentation, after submission to the authorised representative.
- 3.3 Bidders are requested to promptly confirm receipt of any clarifications sent to them.
- 3.4 Bidders must ensure responses to the clarifications are received on or before the deadline date stated.

4. PROPOSAL SUBMISSION OF RFP RESPONSE

Proposal Responses should be submitted to PRASA in a sealed envelope addressed as follows:

The Secretariat / Tender Office

RFP NO : INTERSITE/ ESG/ 01/10/2026

DESCRIPTION OF BID : REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS.

CLOSING DATE AND TIME : 26 NOVEMBER 2026 AT 12:00PM

CLOSING ADDRESS : PASSENGER RAIL AGENCY OF SOUTH AFRICA (PRASA)
 UMJANTSHI HOUSE
 30 WOLMARANS STREET
 BRAAMFONTEIN
 JOHANNESBURG
 2001

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

5. DELIVERY INSTRUCTION FOR RFP

5.1 Delivery of Bid

The Bid envelopes should be deposited in the PRASA tender box, which is located at the main entrance of Umjantshi House.

5.2 B-BBEE Joint Ventures or Consortiums

Bidders who wish to respond to this RFP as a **Joint Venture [JV]** or **consortium** with B-BBEE entities should state their intention to do so in their RFP submission. Such Bidders should also submit a signed JV or consortium agreement between the parties clearly stating the percentage [%] split of business and the associated responsibilities of each party. If such a JV or consortium agreement is unavailable, the partners should submit confirmation in writing of their intention to enter into a JV or consortium agreement should they be awarded business by PRASA through this RFP process. This written confirmation should clearly indicate the percentage [%] split of business and the responsibilities of each party. In such cases, award of business will only take place once a signed copy of a JV or consortium agreement is submitted to PRASA.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

6. COMMUNICATION

6.1 For specific queries relating to this RFP during the RFP process, bidders are required to adhere strictly to the communication structure requirements. An RFP Clarification Form should be submitted to Max.Mashabane@prasa.com **before 16h00pm on 12 November 2026**, substantially in the form set out in **Annexure 4 hereto**.

6.2 In the interest of fairness and transparency PRASA's response to such a query will be made available to the other Bidders who have attended a compulsory and a non-compulsory briefing session. For this purpose, PRASA will communicate with Bidders through PRASA using the contact details provided at the compulsory briefing session.

6.3 After the closing date of the RFP, a Bidder may only communicate in writing with the **Bid Secretariat, at telephone number 011 013 1463, email Max.Mashabane@prasa.com** on any matter relating to its RFP Proposal.

6.4 Bidders are to note that changes to their submissions will not be considered after the closing date.

6.5 Bidders are warned that a response will be liable for disqualification should any attempt be made by a Bidder either directly or indirectly to canvass any officer(s) or employee of PRASA in respect of this RFP between the closing date and the date of the award of the business. Furthermore, Bidders found to be in collusion with one another will automatically be disqualified and restricted from doing business with PRASA in future.

6.6 Bidders are advised to utilise this email address (Complaints@prasa.com) for lodging of complaints to PRASA in relation to this bid process. The following minimum information about the bidder must be included in the complaint:

- a) Bid/Tender Description;
- b) Bid/Tender Reference Number;
- c) Closing date of Bid/Tender;
- d) Supplier Name;
- e) Supplier Contact details; and

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

f) The detailed complaint.

6.7 PRASA also encourages bidders to visit the PRASA website for whistleblowing contact details for alleged activities of suspected fraud and/or corruption.

7. CONFIDENTIALITY

7.1 PRASA shall ensure that all information related to this RFP is treated with strict confidence.

In this regard, Bidders are required to certify that they have acquainted themselves with the Non-Disclosure Agreement. All information related to a subsequent contract, both during and after completion thereof, will be treated with strict confidence. Should the need, however, arise to divulge any information gleaned from provision of the Services, which is either directly or indirectly related to PRASA's business, written approval to divulge such information should be obtained from PRASA.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

7.2 Bidders must clearly indicate whether any information submitted to or requested from PRASA is confidential or should be treated confidentially by PRASA. In the absence of any such clear indication in writing, PRASA shall deem the response to the RFP to have waived any right to confidentiality and treat such information as public in nature.

7.3 By participating in the bidding process and submitting documentation you consent that we may process the same for the purposes of the bid. We may disclose your information [including your personal information, that of your directors, agents, service providers, joint venture partners, and service providers, collectively referred to as “related parties”] to our service providers, including data storage and processing providers. We may obtain your information including that of your related parties from our service providers and Government agencies, Industry Regulators such as the Construction Industry Development Board, the Central Supplier Database. In the case of our service providers, we will ensure that such third-party service providers will process your information and that of related parties for the purposes specified by us and such parties employ the appropriate security to protect that information.

7.4 We may disclose your information:

- a) as a result of our reporting obligations under the law, including to Parliament of the Republic of South Africa, to our external auditors, the Public Protector;
- b) where we are obliged by law [to the Government departments and entities such as Department of Trade and Industry/BEE Commission/ the CIDB, South African Revenue Services, Unemployment Insurance Fund, the industry Regulators, Industry Ombudsmen, etc.] or industry codes authorised by the various Regulators to do so;
- c) where we believe it is necessary to protect our rights;
- d) on our website in connection with the supply chain management process;
- e) to the payment processing service providers such as banks to assist with payment instructions;
- f) to law enforcement and Government Agencies for the purposes of fraud prevention;
- g) for security screening and checks to verify your personal information and that of related parties;

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

- h) to obtain tax clearance certificates;
- i) to our brokers/insurers;
- j) to service providers providing information and communication services.

7.5 Please refer to our Privacy Notice on our website.

8. INSTRUCTIONS FOR COMPLETING THE RFP

8.1 All responses to the RFP should be submitted in two sealed envelopes/boxes; the first envelope/box shall have the technical and compliance response, the second envelope/box shall only have the financial response and BBBEE response.

8.2 Bidders are required to package their response/Bid as follows:

Volume 1 (Envelope 1/Package 1)

- Part A: **Mandatory Requirements Response**
- Part B: **Technical or Functional Response (response to scope of work)**

Volume 2 (Envelope 2/ Package 2)

- Part C: **Financial Proposal and Specific Goals**

Volume 2 should be submitted in a separate sealed envelope. Bidders should make their pricing offer in envelope 2/package 2.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

8.3 Bidders must submit 1 original response and may submit copies and an electronic version which must be contained in a Memory Card/external hard drive, etc., clearly marked in the Bidder's name. PRASA reserves the right to consider information provided in all formats irrespective of the format i.e. original/copy/electronic.

8.4 Bidders should ensure that their response to the RFP is in accordance with the structure of this document.

8.5 Where Bidders are required to sign forms, they are required to do so, preferably using a black ink pen.

8.6 Any documents forming part of the original responses to RFP but which are not original in nature should be certified as a true copy by a Commissioner of Oaths.

8.7 Each response to RFP must be in English and submitted in A4 format, except other graphic illustrations, which may not exceed A3 format, unless the contrary is specifically allowed for in this RFP. Responses to RFP should be neatly and functionally bound, preferably according to their different sections.

8.8 The original responses to RFP must be signed by a person duly authorised by each consortium member and Subcontractor to sign on their behalf, which authorisation must form part of the responses to RFP as proof of authorisation. By signing the responses to RFP the signatory warrants that all information supplied by it in its responses to RFP is true and correct and that the responses to RFP and each party whom the signatory represents consider themselves subject to and bound by the terms and conditions of this RFP.

8.9 Responses to the RFP should be clear and concise and follow a clear methodology, which should be explained upfront in a concise Executive Summary and followed throughout the response.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

- 8.10 Responses to RFP must provide sufficient information and detail in order to enable PRASA to evaluate the responses to RFP, but should not provide unnecessary detail which does not add value and detracts from the ability of PRASA to effectively evaluate and understand the responses to RFP. The use of numbered headings, bullet points, sections, appendices and schedules is encouraged.
- 8.11 Information submitted as part of a response to the RFP should, as far as possible, follow the order of the information requested by PRASA. All pages should be consecutively numbered.
- 8.12 Responses to RFP should ensure that each requirement contained in the RFP is succinctly addressed. Responses to RFP should as far as possible use the terms and definitions applied in this RFP and should clearly indicate its interpretation of any differing terminology applied.
- 8.13 Response to RFP documents are to be submitted to the address specified in this RFP, and Bidders should ensure that the original and copies (where applicable) are identical in all respects as PRASA will not accept any liability for having disqualified a bidder for failing to provide a mandatory returnable document.
- 8.14 Unless otherwise expressly stated, all Proposals furnished pursuant to this RFP shall be deemed to be offers. Any exceptions to this statement must be clearly and specifically indicated.
- 8.15 Any additional conditions must be embodied in an accompanying letter. Subject only to clause 16 [Alterations made by the Bidder to Bid Prices] of the General Bid Conditions, alterations, additions or deletions must not be made by the Bidder to the actual RFP documents.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

8.16 Bidders are required to review the Contract. Bidders may further amend and/ or delete any part of the Draft Contract where they deem fit. Where Bidders have amended and or deleted any part of the Contract, the changes must be clearly visible using track changes, and Bidders must ensure that the disc copy of their bid submission for the Draft Contract is in Word format and not password protected. It must be noted that the marked-up Contract will form part of the contract negotiation process with the preferred bidder.

9. RFP TIMETABLE

PRASA may at its sole discretion amend any of the milestone dates indicated in the table below. Bidders will be informed of any amendments to the timeline through the issue of the Addendum/ Briefing Notes.

RFP PROCESS	MILESTONE DATES
Bid issue date	27 October 2026
Briefing Session for Bidders on Teams (Virtual)	09 November 2026
Closing date for Questions	12 November 2026
Closing date for Responses	16 November 2026
Closing Date for Submission of final Bid	26 November 2026 at 12:00pm
Evaluation of Proposals (Bidders note that PRASA may call for presentations of bidders' offers at any stage of the evaluation process)	TBA
Appointment of the successful Bidder	TBA
Contract Negotiations	TBA
Signing of Contract	TBA
Contract Commencement	TBA

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

10. LEGAL COMPLIANCE

- 10.1 Bidders should ensure that they comply with all the requirements of the RFP and if Bidders fail to submit any of the required documents, such Bids may, at the sole discretion of PRASA, be disqualified. PRASA reserves the right to call a Bidder to provide additional documents which may not have been submitted.
- 10.2 The successful Bidder [hereinafter referred to as the Service Provider] shall be in full and complete compliance with any and all applicable laws and regulations.

11. NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Bidders are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. Foreign suppliers with no locally registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za>. Bidders are required to provide the following to PRASA in order to enable it to verify information on the CSD:

Supplier Number: _____

Unique registration reference number: _____

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

12. TAX COMPLIANCE

- 12.1 Bidders must be compliant when submitting a proposal to PRASA and remain compliant for the entire contract term with all applicable tax legislation, including but not limited to the Income Tax Act, 1962 (Act No. 58 of 1962) as amended and Value Added Tax Act, 1991 (Act No. 89 of 1991) as amended.
- 12.2 It is a condition of this RFP that the tax matters of the successful bidder be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.
- 12.3 The Tax Compliance status requirements are also applicable to foreign Bidders/ individuals who wish to submit bids.
- 12.4 Bidders are required to be registered on the Central Supplier Database (CSD) as indicated in paragraph 11 and the National Treasury shall verify the Bidder's tax compliance status through the Central Supplier Database (CSD).
- 12.5 Where Consortia / Joint Ventures / Sub-contractors are involved, each party must be registered on the Central Supplier Database (CSD) and their tax compliance status will be verified through the Central Supplier Database (CSD).

For this purpose, the attached SBD 1 marked Form A (Bid Invitation) must be completed and submitted as an essential returnable document by the closing date and time of the bid.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

12.6 SARS has implemented a new Tax Compliance Status (TCS) system in terms of which a taxpayer is now able to authorise any 3rd party to verify its compliance status in one of two ways: either through the use of an electronic access PIN, or through the use of a Tax Clearance Certificate obtained from the new TCS system.

12.7 Bidders are required to provide the following to PRASA in order to enable it to verify their tax compliance status:

Tax Compliance Status (TCS) PIN: _____

13.PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Bidders or any of its/his/her/their officers, employees, agents or advisers. PRASA agrees that it shall only process the information disclosed by Bidders in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law. Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Bidders or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Bidders. Similarly, PRASA requires Bidders to process any personal information disclosed by PRASA in the bidding process in the same manner.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

SECTION 2

BACKGROUND, OVERVIEW AND SCOPE REQUIREMENTS

1. INTRODUCTION AND BACKGROUND

Intersite Asset Investments (SOC) Ltd (“Intersite”) is a State-Owned Company (SOC) and a wholly owned subsidiary of the PRASA. It was established to implement PRASA’s secondary mandate of generating sustainable non-fare revenue through the optimisation, management, and commercialisation of PRASA’s extensive asset portfolio.

Intersite manages an asset investment portfolio valued at more than R5 billion, comprising stations, commercial properties, retail space, telecommunications infrastructure, advertising opportunities, development sites, and transit-oriented precincts.

Intersite's role extends beyond traditional property and asset management. The company actively drives:

- a) Property development and redevelopment of strategically located assets.
- b) Commercial leasing and property management of retail, office, and mixed-use properties.
- c) Transit-oriented development initiatives around railway stations and transport hubs.
- d) Strategic partnerships and investments with private-sector developers and investors.
- e) Commercialisation of telecommunications, advertising, and other ancillary assets within the PRASA network.
- f) Sustainable development projects, including renewable energy initiatives and socially responsible developments.

Through these activities, Intersite contributes to PRASA’s financial sustainability while supporting broader socio-economic objectives such as urban regeneration, job creation, affordable housing, and improved commuter experiences.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

Intersite operates nationally through its head office and regional offices located in key provinces where significant Intersite assets are concentrated. These include:

- Johannesburg, Head Office.
- In-Land Commercial Operations
- Western Coast Commercial Operations
- East Coast Commercial Operations

2. OVERVIEW

While Intersite implements various Environmental, Social, and Governance (ESG) initiatives into its day-to-day operations and business activities, these efforts have largely evolved organically rather than through a formalised ESG framework. Intersite would like to focus on an integrated, business specific ESG Framework that elevates Intersite's performance and monitoring on ESG and provides a foundation for leading on ESG reporting and Integrated Reporting.

Intersite is currently in the process of reviewing and enhancing its governance environment by identifying and addressing policy, process, and control areas of improvement. Efforts are underway to develop and improve key governance policies, procedures, and accountability mechanisms that support effective decision-making, risk management, compliance, and ethical business practices.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

PRASA seeks to benefit from this partnership in the following ways:

- 2.1 PRASA must receive reduced cost of acquisition and improved service benefits resulting from the Service Provider's economies of scale and streamlined service processes.
- 2.2 PRASA must achieve appropriate availability that meets user needs while reducing costs for both PRASA and the chosen Service Provider(s).
- 2.3 PRASA must receive proactive improvements from the Service Provider with respect to provision of Services and related processes.
- 2.4 PRASA's overall competitive advantage must be strengthened by the chosen Service Provider's leading-edge technology and service delivery systems.
- 2.5 PRASA's end users must be able to rely on the chosen Service Provider's personnel for service enquiries, recommendations and substitutions.
- 2.6 PRASA must reduce costs by streamlining its acquisition of Services, including managed service processes on a Group basis.

3. KEY OBJECTIVES OF THE RFP

This RFP has been prepared for the following purposes:

- 3.1 To set out the rules of participation in the Bid process referred to in this RFP.
- 3.2 To disseminate information on the Project contemplated in this RFP.
- 3.3 To give guidance to Bidders on the preparation of their RFP Bids.
- 3.4 To gather information from Bidders that is verifiable and can be evaluated for the purposes of appointing a successful Bidder.
- 3.5 To enable PRASA to select a successful Bidder that is:
 - a) technically qualified and meets the empowerment criteria described in this RFP;
 - b) capable of carrying out all the obligations of the Contract.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

4. SCOPE OF WORK

The ESG Framework development and assessment shall cover Intersite Asset Investments (SOC) Ltd as the primary entity, including all operational assets under management, development projects including co-investments, managed portfolio, and material supply chain relationships. Where relevant, linkages to the PRASA Group shall be acknowledged, contextualised and assessed.

It must be noted that Objectives 1 to 5 are sequential and dependent on each other, i.e., they will be delivered in order (Objective 1, then Objective 2, then Objective 3 and so on).

It must be noted that the Objectives have specific timelines for delivery, which are further detailed under Project Timelines. Objectives 1 to 5 must be delivered within 12 months of Contract Signature, with Objective 2 being delivered by 26 February 2027. Objective 6 has a maximum delivery period of 24 months from Contract Signature.

4.1 Objective 1: ESG Gap Analysis

- Map Intersite's current ESG functions and initiatives including all business functions and operations (Current State);
- Define a best-practice ESG Framework (Desired Future State) based on an assessment of international ESG standards, leading global ESG frameworks, and best-in-class practices of renowned organisations recognised for effective ESG implementation; and
- Perform a structured gap analysis comparing Intersite's current ESG functions and initiatives against the best-practice ESG Framework (Gap analysis).

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

4.2 Objective 2: ESG Framework

- Develop a bespoke Intersite ESG Framework encompassing governing principles and actions, material themes, measurement indicators, and reporting commitments that align to the Desired Future State. This Framework should include the templates for monitoring and reporting as well as a draft Integrated Annual Performance Report including material disclosures.
- It must be noted that this objective has a specific deliverable date and will be required to be achieved by 26 February 2027.

4.3 Objective 3: ESG Policy and Process

- Develop an ESG Roadmap, including short-term quick wins, medium-term targets, and long-term aspirations, with each initiative assigned ownership/responsibilities, and Key Performance Indicators (KPIs).
- Develop Intersite's ESG Policies and SOPs aligned to the ESG Framework and Intersite Reporting Structures.

4.4 Objective 4: In-Depth ESG Assessment

- Conduct an in-depth assessment of Intersite's ESG performance against the developed ESG Framework, including environmental, social, and governance dimensions across Intersite's business operations, property portfolio, development pipeline, and stakeholder environment;
- Assess Intersite's environmental performance, including energy consumption, carbon emissions, water usage, waste management, environmental compliance, and exposure to climate-related physical and transition risks across its operations and property assets;
- Assess Intersite's social performance and impact, including affordable housing, community development, local economic development, skills development, job creation, B-BBEE outcomes, labour practices, occupational health and safety, brand management and tenant/community relations;

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

- Assess Intersite's governance and ethics environment, including ethics management, anti-corruption controls, risk management, compliance, board oversight, governance practices, decision-making structures, and accountability mechanisms;
- Identify key ESG risks, gaps, opportunities, areas of improvement, and current performance levels against the developed ESG Framework; and
- Prepare an In-Depth ESG Assessment Report setting out the assessment findings, key observations, ESG risks, gaps, opportunities, and recommended areas of improvement.

4.5 Objective 5: ESG Roadmap

- Develop an ESG Roadmap, including short-term quick wins, medium-term targets, and long-term aspirations, with each initiative assigned ownership/responsibilities, and Key Performance Indicators (KPIs).
- Benchmark Intersite 's current ESG performance against comparable South African and acclaimed global companies.

4.6 Objective 6: Efficient Reporting Tools and Mechanisms

- Assess opportunities to automate and/or digitise ESG data collection, consolidation, validation, monitoring, and reporting processes based on the ESG Framework, Roadmap, KPIs, Policies, SOPs, and Integrated Reporting requirements already developed;
- Assess the suitability of Intersite's existing enterprise systems and technology environment, including SAP and Microsoft Power Platform capabilities such as Power Apps, Power Automate, Power BI, and related tools, to support ESG reporting automation;
- Develop practical automated ESG reporting tools, dashboards, workflows, data capture mechanisms, and automation solutions to improve the efficiency, accuracy, consistency, and traceability of ESG reporting within Intersite's current systems;
- Where applicable, design automated approval workflows, evidence collection mechanisms, data validation checks, reporting dashboards, and management

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

reporting outputs aligned to Intersite’s approved ESG reporting requirements utilising intersite ASA’s existing systems;

- Provide user guides, process documentation, configuration documentation, and handover material to enable Intersite to operate, maintain, and update the ESG reporting tools and mechanisms; and
- Provide all ESG reporting tools, dashboards, workflows, data models, source files, configuration documents, templates, and supporting documentation in editable formats to enable future use, updates, monitoring, reporting, and continuous improvement by Intersite.

4.7 Overarching Requirements

- Ensure ongoing knowledge transfer throughout the project to upskill relevant Intersite employees on ESG implementation, management, monitoring, and reporting, including the provision of appropriate reference documentation, templates, tools, and guidance material to support continued internal capability. Knowledge transfer will be deemed complete upon the submission of the required knowledge transfer material, completion of agreed knowledge transfer and handover sessions, and formal written sign-off by Intersite A confirming that the knowledge transfer activities, documentation, templates, too Intersite Is, and guidance material have been provided to Intersite’s satisfaction.
- Provide all project-related data, models, methodologies, presentations, reports, Word documents, Excel files, tools, templates, working papers, source files, assumptions, and supporting documentation to Intersite in editable formats to enable future updates, internal ownership, implementation, monitoring, reporting, and continuous improvement.
- Ensure that all documentation and outputs are prepared to a professional standard suitable for internal approval, governance reporting, Board-level consideration, and external stakeholder engagement, where applicable, including appropriate formatting, visual presentation, graphics, dashboards, tables, and high design quality.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

5. EVALUATION METHODOLOGY

The evaluation of Bids will be based on the information contained in the Bids received, which may be further supplemented by presentations and clarification information provided, if required. All Bids shall be equally evaluated by various committees involved in the evaluation process in accordance with stated Evaluation Criteria. Procurement integrity and fairness, transparency, competitiveness and full accountability will at all times be paramount.

5.1 Evaluation and Scoring Methodology

The evaluation of the Bids by the evaluation committees will be conducted at various levels.

The following levels will be applied in the evaluation:

LEVEL	DESCRIPTION
Verify completeness	The Bid is checked for completeness and whether all required documentation, certificates, warranties and other Bid requirements and formalities have been complied with. Incomplete Bids may be disqualified.
Verify compliance	The Bids are checked to verify that the essential RFP requirements have been met. Non-compliant Bids may be disqualified.
Detailed Technical Evaluation	Detailed analysis of Bids to determine whether the Bidder is capable of delivering the Project in terms of business and technical requirements. The minimum threshold for technical evaluation is 80%. Any bidder who fails to meet the minimum requirement will be disqualified and will not proceed to the evaluation of Price and Specific Goals.
Specific Goals	Evaluate Specific Goals and allocate points
Price Evaluation	Bidders will be provided points for price, with lowest price receiving the highest points and the most expensive price receiving zero points.
Scoring	Total the points for Specific Goals and Price Evaluation. Preferred Bidder is the Bidder with the highest total points.
Recommendation	Report formulation and recommendation of Preferred and Reserved Bidders

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

LEVEL	DESCRIPTION
Final Negotiation	The highest-ranked bidder will be invited to participate in final contract negotiations. Negotiations will also address implementation timelines, deliverables, service levels, and reporting obligations.
Approval and Contract Signature	Approval of the successful Bidder and signature of Contract between Intersite and the successful Bidder.

5.2 Evaluation Criteria

Interested bidders for this project shall be evaluated in terms of their business credentials, financial standing, empowerment, technical capacity and experience. The evaluation committee shall use the following Evaluation Criteria depicted in the table below for the selection of the preferred bidder that shall render professional services for the project.

EVALUATION CRITERIA	WEIGHTING
STAGE 1	Completeness and Compliance with Other Mandatory Requirements
STAGE 2	Technical/Functionality
Technical/Functional Requirements	Threshold of 80%
STAGE 3	Price and Specific Goals
Price	80
Specific Goals	20
Total Maximum Points	100

The details of the stages outlined above are presented in the following sections

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

5.3 STAGE 1: COMPLIANCE REQUIREMENTS

Stage 1A – Mandatory Requirements - (To be submitted in envelope 1)

There are no mandatory requirements for submission of this Bid

Stage 1B – Other Mandatory Requirements - (To be submitted in envelope 1)

If a bidder does not submit/meet the following other mandatory requirements, Intersite may request the bidder to submit the information within three (3) working days. Should this information not be provided within the three (3) working days, the bidder will be disqualified.

No.	Description of requirement
a)	Completion of ALL required RFP documentation (includes ALL)
b)	Briefing Session Form D. Bidders must also appear on the Compulsory Briefing Session Attendance Register NB: Briefing will be held virtually
c)	Joint Venture / Consortium agreement / Trust Deed/ JV or consortium agreement signed by all parties and clearly indicate the LEAD CONSULTANT (whichever is applicable)
d)	Completed and signed closing/submission register on submission of tender documents
e)	Letter of Good Standing: COID
f)	Valid Tax Clearance Certificate (must be valid on the closing date of the RFP) or SARS issued Pin
g)	CSD supplier registration number
h)	Professional Indemnity Insurance Certificate or Schedule
i)	Company Registration, Certificate of Incorporation (CK1/CIPC)

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

STAGE 2: TECHNICAL / FUNCTIONALITY REQUIREMENTS - (TO BE SUBMITTED IN ENVELOPE 1)

Qualifying bidders from Stage 1 will then be evaluated on technical/functionality. Bidders will be evaluated and given weighted points across 4 main criteria, namely: Company Experience, Professional Personnel Experience, Technical Approach and Methodology and Project Implementation Plan. To pass Stage 2, Bidders must achieve a minimum of 80% total weighted score. Bidders who score below this minimum threshold requirement shall not be considered for further evaluation in Stage 3.

Details of the technical/functional requirements are presented in the table below.

ITEM	CRITERIA	WEIGHT
A	Company Experience	15%
B	Professional Personnel Experience	45%
C	Technical Approach and Methodology	35%
D	Project Implementation Plan	5%
TOTAL		100%

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

5.4 TECHNICAL/FUNCTIONAL DETAILED EVALUATION CRITERIA

Bidders are evaluated based on the technical/functional criteria set out in this RFP. Each criterion has specific requirements, which are scored from 0 to 5, then weighted according to the table above. To pass the threshold, the Bidder must achieve a minimum total weighted score of 4 out of 5 (80%) for Stage 2.

Each criterion is separated into sub-criteria, which are weighted, for evaluating a bidder's capability in delivering the required project. This is reflected in the table below:

ITEM	Criteria	SUB-CRITERIA	WEIGHT
A	Company Experience (15%)	Reference Letters of Previous Work Done	15%
B	Professional Personnel Experience (45%)	Project Manager / Director	9%
		ESG / Environmental Specialist	9%
		Social / Development Specialist	9%
		Governance and Compliance Specialist	9%
		Data and Reporting Systems Specialist	9%
C	Technical Approach and Methodology (35%)	Objective 1: ESG Gap Analysis	5%
		Objective 2: ESG Framework	5%
		Objective 3: ESG Policy and Process	5%
		Objective 4: In-Depth ESG Assessment	5%
		Objective 5: ESG Roadmap	5%
		Objective 6: Efficient Reporting Tools and Mechanisms (Optional)	5%
		Overarching Requirements: Knowledge Transfer and Deliverable Standards	5%

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ITEM	Criteria	SUB-CRITERIA	WEIGHT
D	Project Implementation Plan (5%)	Project Implementation Plan	5%
TOTAL			100%

Details of the scoring for each sub-criterion is presented in the tables below:

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
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Stage 2: Technical/Functional Sub-criteria scoring requirements:

A: Company Experience (Weight:15%)

SUB-CRITERIA	DESCRIPTION	SCORES	WEIGHT
COMPANY EXPERIENCE	Minimum Requirement: Bidders should demonstrate previous experience in undertaking ESG Framework covering the following elements completed within the last ten (10) years from the closing date of this RFP: • ESG Gap Analysis, • ESG Framework Development, • ESG Assessment; • ESG Policy and Process; • ESG Strategy; and/or ESG Roadmap Development. The bidders are to submit the following documents: • Provide appointment letter/purchase order for each project; and • Provide a reference letter/Final Completion certificate relating to the appointment letter/purchase order provided.	Point(s) are awarded as follows: 5 = Submission of 5 relevant projects with supporting documentation 4 = Submission of 4 relevant projects with supporting documentation 3 = Submission of 3 relevant projects with supporting documentation 2 = Submission of 2 relevant projects with supporting documentation 1 = Submission of 1 relevant project, with supporting documentation 0 = No submission / irrelevant submission NB Points are awarded only when both appointment/purchase and reference/completion letters are submitted. Each service element counts once only; multiple appointment letters for the same element earn no additional points.	15%

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B. Professional Personnel Experience (Weight:45%)

Bidders are reminded that the key personnel and resources proposed in the bid submission must be deployed in the execution of the contract, if awarded. The successful Bidder may not replace any proposed key personnel without the prior written approval of Intersite. Where a proposed resource becomes unavailable, leaves the organisation, is reassigned, or is otherwise unable to continue performing the services, the Bidder must provide a replacement resource with qualifications, expertise and experience that are equal to or better than those of the originally proposed resource, to Intersite's satisfaction.

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SUB-CRITERIA	DESCRIPTION	SCORES	WEIGHT
1. Project Manager	Minimum Requirement: A Project Manager (i.e., Senior Experienced professional) with a minimum of a relevant bachelor's degree (NQF 7) in Business Management, Commerce, Environmental Management, Sustainability, Engineering, Finance, Project Management, Public Administration, or a related field. The Project Manager must have a minimum of ten (10) years' project management experience. Proof required: CV, the CV should detail completed projects related to the ESG elements with contactable referees, certified copy of qualification (not older than 3 months), and reference letters of completed ESG elements, that contain elements listed below. Reference letter should reflect the following ESG elements: • ESG Gap Analysis, • ESG Framework Development, • ESG Assessment; • ESG Policy and Process; • ESG Strategy; and/or ESG Roadmap Development	Point(s) are awarded as follows: 5 = CV reflecting minimum 10 years' experience, certified copies of qualifications and Reference Letter(s) reflecting the 5 elements 4 = CV reflecting minimum 10 years' experience, certified copies of qualifications and Reference Letter(s) reflecting the 4 elements 3 = CV reflecting minimum 10 years' experience, certified copies of qualifications and Reference Letter(s) reflecting the 3 elements 2 = CV reflecting minimum 10 years' experience, certified copies of qualifications and Reference Letter(s) reflecting the 2 elements 1 = CV reflecting minimum 10 years' experience, certified copies of qualifications and Reference Letter reflecting the 1 element 0 = No submission / Irrelevant submission/incomplete required proof submitted	9%

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SUB-CRITERIA	DESCRIPTION	SCORES	WEIGHT
2. ESG Environmental Specialist	Minimum Requirement: Postgraduate qualification (NQF Level 8 minimum) in Environmental Science, Environmental Sustainability or Environmental Management. Proof required: The CV with detailed experience in environmental-related fields, contactable referees and certified copy of qualification (not older than 3 months). Environmental (minimum of 3 required) related fields refers to: - Climate Change Management - Environmental Risk Management - Environmental Sustainability - Environmental Compliance and Auditing - Greenhouse Gas and Carbon Management - Environmental Impact Assessment - Environmental Management Systems - Environmental Impact Assessment - Environmental Monitoring and Reporting	Point(s) are awarded as follows: 5 = CV, certified copies of qualifications, 10 years and more experience in 7 or more of the 9 listed environmental-related fields 4 = CV, certified copies of qualifications, 7 years to less than 10 years' experience in 6 of the 9 listed environmental-related fields 3 = CV, certified copies of qualifications, 5 years to less than 7 years' experience in 5 of the 9 listed environmental-related fields 2 = CV, certified copies of qualifications, 3 years to less than 5 years' experience in 4 of the 9 listed environmental-related fields 1 = CV, certified copies of qualifications, less than 3 years' experience in 3 of the 9 listed environmental-related fields 0 = No submission / Irrelevant submission/ incomplete required proof submitted	9%

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SUB-CRITERIA	DESCRIPTION	SCORES	WEIGHT
3. Social Development Specialist /	Minimum Requirement: Postgraduate qualification (NQF Level 8 minimum) in Development Studies, Social Sciences or a related field. Proof required: The CV with detailed experience in social science-related fields, contactable referees and certified copy of qualification (not older than 3 months). Social Science (minimum of 3 required) related fields refers to: • Sociology • Development Studies • Community Development • Economic Development • Social Impact Assessment • Social Risk Management • Corporate Social Responsibility (CSR) • Social Sustainability	Point(s) are awarded as follows: 5 = CV, certified copies of qualifications, 10 years and more experience in 7 or more of the 8 listed Social Sciences-related fields 4 = CV, certified copies of qualifications, 7 years to less than 10 years' experience in 6 of the 8 Social Sciences-related fields 3 = CV, certified copies of qualifications, 5 years and less than 7 years' experience in 5 of the 8 Social Sciences-related fields 2 = CV, certified copies of qualifications, 3 years and less than 5 years' experience in 4 of the 8 Social Sciences-related fields 1 = CV, certified copies of qualifications, less than 3 years' experience in 3 of the 8 Social Sciences-related fields 0 = No submission / Irrelevant submission/ incomplete required proof submitted	9%

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
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SUB-CRITERIA	DESCRIPTION	SCORES	WEIGHT
4. Governance and Compliance Specialist	Minimum Requirement: Postgraduate qualification (NQF Level 8 minimum) in Law, Governance or Risk Management. Proof required: The CV with detailed experience in governance-related fields, contactable referees and certified copy of qualification (not older than 3 months). Governance (minimum of 3 required) related fields refers to: • Corporate Governance • Enterprise Risk Management • Regulatory Compliance Management • Ethics and Anti-Corruption Management • Internal Controls and Assurance • ESG Governance and Sustainability Reporting • Data Governance and Cybersecurity • Stakeholder Engagement and Accountability • Third-Party and Supply Chain Governance • Business Continuity and Organizational Resilience	Point(s) are awarded as follows: 5 = CV, certified copies of qualifications, 10 years and more experience in 7 or more of the 10 governance, compliance, ethics or risk management fields 4 = CV, certified copies of qualifications, 7 years and less than 10 years' experience in 6 of the 10 governance, compliance, ethics or risk management fields 3 = CV, certified copies of qualifications, 5 years and less than 7 years' experience in 5 of the 10 governance, compliance, ethics or risk management fields 2 = CV, certified copies of qualifications, 3 years and less than 5 years' experience in 4 of the 10 governance, compliance, ethics or risk management fields 1 = CV, certified copies of qualifications, less than 3 years' experience in 3 of the 10 governance, compliance, ethics or risk management fields 0 = No submission / Irrelevant submission/ incomplete required proof submitted	9%

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
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5. Data & Reporting Systems Specialist	Minimum Requirement: Undergraduate qualification (NQF Level 7 minimum) in Computer Science, Electrical Engineering, Software Engineering, Information Systems or related field AND has been working on digital reporting/automation solutions within the past 2 years. Proof required: CV with relevant experience, contactable referees and certified copy of qualification.	Point(s) are awarded as follows: 5 = CV, certified copies of qualifications, 10 years and more experience in designing and implementing digital reporting/automation solutions with Power Apps, Power Automate and SAP in reporting environments 4 = CV, certified copies of qualifications, 7 years and less than 10 years' experience in designing and implementing digital reporting/automation solutions with Power Apps, Power Automate and SAP in reporting environments 3 = CV, certified copies of qualifications, 5 years and less than 7 years' experience in designing and implementing digital reporting/automation solutions with Power Apps, Power Automate and SAP in reporting environments 2 = CV, certified copies of qualifications, 3 years and less than 5 years' experience in designing and implementing digital reporting/automation solutions with Power Apps, Power Automate and SAP in reporting environments 1 = CV, certified copies of qualifications, less than 3 years' experience in designing and implementing digital reporting/automation solutions with Power Apps, Power Automate and SAP in reporting environments	9%
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SUB-CRITERIA	DESCRIPTION	SCORES	WEIGHT
		0 = No submission / Irrelevant submission/ incomplete required proof submitted	

C: Methodology (Weight:35%)

SUB-CRITERIA	DESCRIPTION	SCORES	WEIGHT
Objective 1: ESG Gap Analysis	Minimum Requirement: The bidder must provide a methodology for performing the ESG Gap Analysis. Scoring: There are 5 critical elements that are required within the ESG Gap Analysis: Current-State Assessment: Identifies and assesses existing ESG initiatives, practices, processes, systems, controls and reporting across all departments. Document Review: Reviews relevant policies, strategies, reports, procedures and supporting documentation.	Point(s) are awarded as follows: 5 = Methodology explicitly addresses all 5 elements. 4 = Methodology explicitly addresses 4 elements. 3 = Methodology explicitly addresses 3 elements.	5%

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

SUB-CRITERIA	DESCRIPTION	SCORES	WEIGHT
	Stakeholder Engagement: Includes interviews, workshops, surveys or other stakeholder engagement activities. Benchmarking: Benchmarks Intersite against recognised ESG standards, frameworks and best practices. Gap Analysis and Recommendations: Identifies, prioritises and reports ESG gaps, with recommendations to inform the ESG Framework and Roadmap. Points are awarded based on each element shown.	2 = Methodology explicitly addresses 2 elements. 1 = Methodology explicitly addresses 1 element. 0 = No submission / Irrelevant submission	
Objective 2: ESG Framework	Minimum Requirement: The bidder must provide a methodology for developing the ESG Framework. Bidders must explicitly confirm their ability to deliver Objective 2 by 26 February 2027. Failure to provide this confirmation will result in the bidder not being scored for this criterion. Scoring: Bidders will be scored on how they address the ESG Framework through submitted methodology. There are 5 critical elements that are to be addressed by the ESG Framework Methodology:	Bidder must confirm Objective 2's delivery date of 26 February 2027. Once confirmed, point(s) are awarded as follows: 5 = Methodology explicitly addresses all 5 elements. 4 = Methodology explicitly addresses 4 elements.	5%

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SUB-CRITERIA	DESCRIPTION	SCORES	WEIGHT
	Framework Structure: Defines the proposed ESG Framework structure, components and operating model. Standards and Best Practice Alignment: Aligns the ESG Framework to recognised international ESG standards, leading ESG frameworks and best practices. Department-Specific ESG Requirements: Defines the environmental, social and governance requirements, focus areas, responsibilities, controls and performance considerations applicable to each relevant department and business function. Governance and Accountability: Defines ESG governance structures, roles, responsibilities and accountability mechanisms. Monitoring, Reporting and Integrated Annual Reporting: Includes performance measurement, monitoring and reporting mechanisms, including an approach for consolidating ESG information and disclosures into an Integrated Annual Report.	3 = Methodology explicitly addresses 3 elements. 2 = Methodology explicitly addresses 2 elements. 1 = Methodology explicitly addresses 1 element. 0 = No submission / Irrelevant submission	

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

SUB-CRITERIA	DESCRIPTION	SCORES	WEIGHT
Objective 3: ESG Policy and Process	Minimum Requirement: The bidder must provide a methodology for developing the ESG Policies and Processes. Scoring: There are 5 critical elements that are to be reflected when developing the ESG Policies and Procedures: ESG Policy Development Approach: Defines an approach for developing a comprehensive ESG Policy aligned to the ESG Framework and Intersite's business requirements. Best Practice and International Standards: Demonstrates how the ESG Policy and Processes will be informed by recognised international ESG standards, leading ESG frameworks and best-in-class ESG practices. Process and SOP Development Approach: Defines an approach for developing ESG-related processes, procedures, workflows and standard operating procedures required to implement the ESG Framework. Department-Specific Application: Demonstrates how ESG requirements, processes, controls and responsibilities will be customised for relevant departments and business functions.	Points are awarded as follows: 5 = Methodology explicitly addresses all 5 elements. 4 = Methodology explicitly addresses 4 elements. 3 = Methodology explicitly addresses 3 elements. 2 = Methodology explicitly addresses 2 elements. 1 = Methodology explicitly addresses 1 element. 0 = No submission / Irrelevant submission	5%

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

SUB-CRITERIA	DESCRIPTION	SCORES	WEIGHT
	Monitoring, Compliance and Reporting: Includes mechanisms for ESG data collection, monitoring, compliance management and reporting to support ESG oversight and Integrated Annual Reporting.		
Objective 4: In-Depth ESG Assessment	Minimum Requirement: The bidder must provide a methodology for conducting the In-Depth ESG Assessment. Scoring: There are 5 critical elements that are to be reflected when implementing the In-Depth ESG Assessment: Business-Wide ESG Assessment: Defines an approach for assessing ESG performance across Intersite's business operations, asset portfolio, development pipeline, stakeholder environment and governance structures. Alignment to ESG Framework: Demonstrates how the assessment will measure current performance against the approved ESG Framework. Identification of ESG Gaps, Risks and Opportunities: Includes an approach for identifying and assessing ESG gaps, risks, opportunities and areas for improvement.	Points are awarded as follows: 5 = Methodology explicitly addresses all 5 elements. 4 = Methodology explicitly addresses 4 elements. 3 = Methodology explicitly addresses 3 elements. 2 = Methodology explicitly addresses 2 elements. 1 = Methodology explicitly addresses 1 element. 0 = No submission / Irrelevant submission	5%

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
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SUB-CRITERIA	DESCRIPTION	SCORES	WEIGHT
	In-Depth Assessment Methodology: Demonstrates a detailed and evidence-based approach for assessing ESG performance, including data analysis, document reviews, stakeholder engagements, site assessments (where applicable), maturity assessments, and validation of findings. In-Depth ESG Assessment Report: Includes an approach for consolidating findings, conclusions and recommendations into a comprehensive In-Depth ESG Assessment Report.		
Objective 5: ESG Roadmap	Minimum Requirement: The bidder must provide a methodology for developing the ESG Roadmap. Scoring: There are 5 critical elements that are to be reflected when developing the ESG Roadmap: Roadmap Development Approach: Defines an approach for developing an ESG Roadmap informed by the ESG Framework and In-Depth ESG Assessment findings. Prioritised Implementation Actions: Includes a methodology for identifying, prioritising and sequencing ESG implementation initiatives based on gaps, risks, opportunities and organisational needs.	Point(s) are awarded as follows: 5 = Methodology explicitly addresses all 5 elements. 4 = Methodology explicitly addresses 4 elements. 3 = Methodology explicitly addresses 3 elements. 2 = Methodology explicitly addresses 2 elements.	5%

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
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SUB-CRITERIA	DESCRIPTION	SCORES	WEIGHT
	Short-, Medium- and Long-Term Planning: Defines an approach for categorising initiatives into short-term quick wins, medium-term targets and long-term ESG objectives. Ownership and Accountability Methodology: Demonstrates how ESG initiatives, responsibilities and accountabilities will be assigned to relevant departments, functions and role-players. KPI and Monitoring Methodology: Demonstrates how KPIs, targets, milestones and monitoring mechanisms will be developed to measure implementation progress and ESG performance.	1 = Methodology explicitly addresses 1 element. 0 = No submission / Irrelevant submission	
Objective 6: Efficient Reporting Tools and Mechanisms	Minimum Requirement: The bidder must provide a methodology for developing the Reporting Tools and Mechanisms. Scoring: There are 5 critical elements that are to be reflected when developing the Reporting Tools and Mechanisms: ESG Data and Reporting Requirements Assessment: Defines an approach for identifying ESG data requirements, data sources, reporting needs, users and reporting obligations.	Point(s) are awarded as follows: 5 = Methodology explicitly addresses all 5 elements. 4 = Methodology explicitly addresses 4 elements. 3 = Methodology explicitly addresses 3 elements.	5%

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
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SUB-CRITERIA	DESCRIPTION	SCORES	WEIGHT
	Current Systems and Technology Assessment: Demonstrates how Intersite's existing technology environment, including SAP, Microsoft Power Platform and other relevant systems, will be assessed. Reporting Tools and Automation Design (Solution Design): Demonstrates how identified ESG reporting gaps and requirements will be addressed through the configuration, integration, automation or enhancement of existing systems and technologies, including SAP, Power Apps, Power Automate, Power BI and related platforms. Data Management and Governance Approach: Demonstrates how ESG data collection, consolidation, validation, quality assurance and governance requirements will be addressed. Implementation Enablement, Training and Knowledge Transfer: Demonstrates how the proposed solution will be implemented, supported through user training, and transferred to Intersite through documentation, user guides, process manuals and knowledge transfer sessions to ensure sustainable long-term use.	2 = Methodology explicitly addresses 2 elements. 1 = Methodology explicitly addresses 1 element. 0 = No submission / Irrelevant submission	

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

SUB-CRITERIA	DESCRIPTION	SCORES	WEIGHT
Overarching Requirements: Knowledge Transfer & Deliverable Standards	Minimum Requirement: Bidder must provide a methodology for performing the Knowledge Transfer and meeting deliverable standards. Scoring: There are 5 critical elements that are to be reflected within the Knowledge Transfer and Deliverable Standards methodology: Knowledge Transfer Methodology: Defines a structured approach for transferring knowledge associated with the deliverables, including how Intersite employees will be enabled to implement, manage, monitor and report on ESG requirements. Training and Handover Approach: Includes formal training, workshops, handover sessions, walkthroughs or similar activities linked to the deliverables being developed. Templates, Tools and Supporting Materials: Demonstrates how reference materials, templates, tools, methodologies, guidance documents and supporting resources will be developed and transferred to Intersite. Editable Deliverables and Transfer of Intellectual Capital: Demonstrates how all deliverables, data, models, methodologies, working papers, source	Point(s) are awarded as follows: 5 = Methodology explicitly addresses all 5 elements. 4 = Methodology explicitly addresses 4 elements. 3 = Methodology explicitly addresses 3 elements. 2 = Methodology explicitly addresses 2 elements. 1 = Methodology explicitly addresses 1 element. 0 = No submission / Irrelevant submission	5%

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

SUB-CRITERIA	DESCRIPTION	SCORES	WEIGHT
	files, assumptions and supporting documentation will be provided in editable formats to support future internal use, maintenance and enhancement. Professional Deliverable Standards: Demonstrates how deliverables will be prepared to a professional standard suitable for executive management, governance structures, Board-level consideration and stakeholder engagement, including appropriate formatting, visual presentation, graphics, dashboards, tables and design quality.		

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D: Project Implementation Plan (Weight:5%)

SUB-CRITERIA	DESCRIPTION	SCORES	WEIGHT
Project Implementation Plan	Minimum Requirement: The bidder must provide a SMART or realistic and detailed project plan/programme (e.g. Gantt chart) reflecting all deliverables, milestones, timelines, resource allocation and reporting lines aligned to the Scope of Work (clause 4 of Section 2) and the required project duration. Objective 2 (ESG Framework) must be delivered by 26 February 2027. Objective 1 to Objective 5 must be shown to be delivered within the 12-month period from the start of the Project. Objective 6 must be shown to be delivered within 24 months from the start of the Project. If this is not reflected in the project schedule, the Bidder will be considered to have an Irrelevant Submission. Scoring: Points are awarded for the number of the following elements clearly and specifically addressed in the proposal. Project Schedule and Deliverables: Provides a project plan/programme showing all seven (7) scope objectives (as listed	Point(s) are awarded as follows: 5 = Project Implementation Plan explicitly addresses all 5 elements. 4 = Project Implementation Plan explicitly addresses 4 elements. 3 = Project Implementation Plan explicitly addresses 3 elements. 2 = Project Implementation Plan explicitly addresses 2 elements. 1 = Project Implementation Plan explicitly addresses 1 element. 0 = No submission / Irrelevant submission	5%

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

SUB-CRITERIA	DESCRIPTION	SCORES	WEIGHT
	above) as distinct workstreams, including activities, milestones, deliverables, start dates, end dates and durations. Roles and Responsibilities: Clearly identifies the responsibilities and inputs required from the Bidder, Intersite and other relevant stakeholders. Sequencing and Dependencies: Demonstrates logical sequencing, dependencies and critical paths between activities and workstreams. Integration of Deliverables: Demonstrates how outputs from one objective will inform and support subsequent deliverables. Alignment to Scope and Project Duration: Demonstrates how all required activities, deliverables and milestones have been incorporated into the project plan and can be completed within the required project duration.		

Note: Bidders that fail to achieve the minimum overall qualifying score of 80% on functional/ technical requirements will not be considered for further Pricing and Specific Goals (Stage 3) evaluation.

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5.5 STAGE 3: PRICING AND SPECIFIC GOALS - (TO BE SUBMITTED IN ENVELOPE 2)

Bidders should provide their price proposal in envelope 2, which should include Form C (Financial Offer) and also provide proof of Specific Goals.

The following formula shall be used by the Bid Evaluation Committee to allocate scores to the bidders who have passed Stage 2:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

POINTS AWARDED FOR PRICE

The formula for the procurement of goods and services follows the 80/20 preference point system. A maximum of 80 points is allocated for price on the following basis:

80/20

$$PS = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where:

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

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	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

5.6 Points Awarded for Specific Goals

5.6.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in Table 4 below as may be supported by proof/ documentation stated in the conditions of this tender.

5.6.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of -

(a) an invitation for tender for income-generating contracts, that the 80/20 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for the 80/20 preference point system.

Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

THE SPECIFIC GOALS ALLOCATED POINTS IN TERMS OF THIS TENDER	ACCEPTABLE EVIDENCE REQUIRED FOR SPECIFIC GOALS	NUMBER OF POINTS ALLOCATED (80/20 SYSTEM)	NUMBER OF POINTS CLAIMED (80/20 SYSTEM) (TO BE COMPLETED BY THE TENDERER)
51% Black Owned	CIPC Documents / B-BBEE Certificate/Affidavit	10	
51% Women Owned	Certified copy of ID Documents of the Owners	5	
Owned by Black People with Disability (PWD)	Certified copy of ID Documents of the Owners and Doctor's note confirming the disability	5	
TOTAL		20	

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

6. OBJECTIVE CRITERIA

6.1 Section 2(1)(f) of the PPPFA empowers an organ of state to award a tender to the highest scoring bidder unless objective criteria justify the award to another tenderer.

6.2 PRASA reserves the right to apply the objective criteria for this bid.

6.3 PRASA may award a bid to a bidder that did not score the highest points under the following circumstances:

- a) a negative track record of the bidder in other related projects;
- b) spreading the award to bidders that have not been previously appointed;
- c) the need to avoid concentrating awards to the previously appointed bidders.

PRASA shall take into account the following:

- i. the number of bid(s) awarded to the highest scoring bidder(s) in the preceding financial years;
- ii. the capacity of the highest scoring bidder(s) despite the previous appointments;
- iii. the value and scope of the bid(s) already awarded to the highest scoring bidder(s);
- iv. the materiality of the price difference between the highest scoring bidder and bidders; and
- v. whether the goods, services or works are of a specialised nature.

7. SPLITTING OF AWARDS

PRASA reserves the right to split the award of this bid to more than one service provider.

8. APPOINTMENTS OTHER THAN THE SUCCESSFUL BIDDER

8.1 PRASA may appoint a bidder other than the successful bidder under the following instances:

- (i) When a successful bidder, after having been informed of the acceptance of its Bid, fails to sign a contract within a prescribed period of time e.g. 14 (fourteen) days after being called upon to do so;
- (ii) When a successful bidder has failed to provide the necessary security, bonds or guarantees within the time required to do so by PRASA;
- (iii) When a successful bidder fails to meet a condition precedent for the award of business (e.g. to obtain the necessary funding); and
- (iv) When final contract negotiations with a preferred bidder fail and a contract is not agreed upon.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

8.2 PRASA will only award a bid to a bidder other than the highest scoring bidder provided that the bid is still within the bid validity period.

8.3 Only if the second ranked bidder is also unable/unwilling, PRASA may proceed to the third ranked bidder.

9. VALIDITY PERIOD

This RFP shall be valid for **[90 working days]** calculated from Bid closing date.

10. THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

National Industrial Participation Programme (NIPP) requirements:

The National Industrial Participation Programme (NIPP), which is applicable to all government procurement contracts that have an imported content, became effective on 1 September 1996. The NIPP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

Bidders are therefore required to complete SBD 5 to give effect to the above.

11. POST TENDER NEGOTIATION

PRASA reserves the right to conduct post-tender negotiations with a shortlist of Bidder(s). The shortlist may comprise one or more Bidder(s), including the highest-ranked Bidder following the evaluation process. These negotiations may cover adjustments of deliverables, contractual, commercial, legal, technical, operational, implementation, service level, reporting, and other project-related requirements necessary to finalise the appointment.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

Should PRASA conduct post-tender negotiations, Bidder(s) may be requested to submit their Best and Final Offer (BAFO) based on the outcomes of such negotiations. No material changes will be permitted that could compromise the fairness, competitiveness, transparency, or integrity of the procurement process.

Following the conclusion of negotiations, a final evaluation may be conducted in terms of the 80/20 preference point system, where applicable. Contract award and appointment of the successful Bidder will remain subject to the successful conclusion of negotiations and the obtaining of all required internal approvals.

12. FINAL CONTRACT AWARD

PRASA will negotiate the final terms and conditions of the contract with the successful Bidder(s). This may include aspects such as Enterprise Development and Supplier Development, the B-BBEE Improvement Plan, price and delivery. Thereafter the final contract will be awarded to the successful Bidder(s).

13. FAIRNESS AND TRANSPARENCY

PRASA views fairness and transparency during the RFP Process as an absolute on which PRASA will not compromise. PRASA will ensure that all members of evaluation committees declare any conflicting or undue interest in the process and provide confidentiality undertakings to PRASA.

The evaluation process will be tightly monitored and controlled by PRASA to assure integrity and transparency throughout, with all processes and decisions taken being approved and auditable.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

SECTION 3

PRICING AND DELIVERY SCHEDULE

Bidders are required to complete the Pricing Schedule (Annexure 5) and Form C (Volume 2/Envelope 2)

1. PRICING

- 1.1 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 1.2 The price offer must be firm and clearly indicate the basis thereof.
- 1.3 The Pricing Bill of Quantities must be completed in line with the schedule, if applicable (delete if not applicable).
- 1.4 Cost breakdown must be indicated.
- 1.5 Price escalation basis and formula must be indicated.
- 1.6 To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 1.7 Prices must be quoted in South African Rand, inclusive of all applicable taxes.
- 1.8 The price offer must be firm and clearly indicate the basis thereof.
- 1.9 The Pricing Bill of Quantities must be completed in line with the schedule, if applicable (delete if not applicable).
- 1.10 Cost breakdown must be indicated.
- 1.11 Price escalation basis and formula must be indicated.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

- 1.12 To facilitate like-for-like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 1.13 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 1.14 Bidders are to note that if the price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Bidder. PRASA may:
- negotiate a market-related price with the Bidder scoring the highest points or cancel the RFP;
 - if that Bidder does not agree to a market-related price, negotiate a market-related price with the Bidder scoring the second highest points or cancel the RFP; and
 - if the Bidder scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Bidder scoring the third highest points or cancel the RFP.
- 1.15 If a market-related price is not agreed with the Bidder scoring the third highest points, PRASA must cancel the RFP.

2. DISCLOSURE OF PRICES QUOTED

Bidders are to note that, on award of business, PRASA is required to publish the tendered prices and preferences claimed of the successful and unsuccessful Bidders inter alia on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za) , the other medium used to advertise the bid i.e CIDB as required per National Treasury Instruction Note 09 of 2022/2023.

3. OWNERSHIP OF DESIGN

- 3.1 The framework, processes, policies, strategies, tools and any document produced to be provided to PRASA shall at all times remain the property of PRASA.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

4. SERVICE LEVELS

- 4.1 An experienced national account representative(s) is required to work with PRASA procurement department. [No sales representatives are needed for individual departments or locations]. Additionally, there shall be a minimal number of people, fully informed and accountable for this agreement.
- 4.2 PRASA will have quarterly reviews with the Service provider's account representative on an on-going basis.
- 4.3 PRASA reserves the right to request that any member of the Service Provider's team involved on the PRASA account be replaced if deemed not to be adding value for PRASA.
- 4.4 The Service provider guarantees that it will achieve a 100% [hundred per cent] service level on the following measures:
 - a) Random checks on compliance with quality/quantity/specifications;
 - b) On-time delivery.
- 4.5 The Service provider must provide a telephone number for customer service calls.
- 4.6 Failure of the Service provider to comply with stated service level requirements will give PRASA the right to cancel the contract in whole, without penalty to PRASA, giving 30 [thirty] calendar days' notice to the Service provider of its intention to do so.
- 4.7 Acceptance of Service Levels:

YES	
-----	--

5. TOTAL COST OF OWNERSHIP (TCO)

- 5.1 PRASA will strive to procure goods, services and works which contribute to its mission. In order to achieve this, PRASA must be committed to working with suppliers who share its goals of continuous improvement in service, quality and reduction of Total Cost of Ownership (TCO).
- 5.2 Bidders shall indicate whether they would be committed, for the duration of any contract which may be awarded through this RFP process, to participate with PRASA in its continuous improvement initiatives to reduce the total cost of ownership [TCO], which will reduce the overall

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

cost of transportation services and related logistics provided by PRASA operating divisions within South Africa to the ultimate benefit of all end-users.

6. FINANCIAL STABILITY

Bidders are required to submit their latest financial statements prepared and signed off by a professional accountant for the past years with their Proposal in order to enable PRASA to establish financial stability.

SIGNED at _____ on this ____ day of _____ 20____

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF BIDDER'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

DESIGNATION: _____

7. VALIDITY OF RETURNABLE DOCUMENTS

The successful Bidder will be required to ensure the validity of all returnable documents, including but not limited to its Tax Clearance Certificate and valid B-BBEE Verification Certificate, for the duration of any contract emanating from this RFP. Should the Bidder be awarded the contract [the Agreement] and fail to present PRASA with such renewals as and when they become due, PRASA shall be entitled, in addition to any other rights and remedies that it may have in terms of the eventual Agreement, to terminate such Agreement forthwith without any liability and without prejudice to any claims which PRASA may have for damages against the Bidder.

SIGNED at _____ on this _____ day of _____ 20_____

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF BIDDER'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

DESIGNATION: _____

8. CERTIFICATE OF ACQUAINTANCE WITH RFP TERMS & CONDITIONS & APPLICABLE DOCUMENTS

By signing this certificate the Bidder is deemed to acknowledge that he/she has made himself/herself thoroughly familiar with, and agrees with all the conditions governing this RFP, including those contained in any printed form stated to form part hereof, including but not limited to the documents stated below and PRASA will recognise no claim for relief based on an allegation that the Bidder overlooked any such condition or failed properly to take it into account for the purpose of calculating tendered prices or any other purpose:

1. PRASA General Bid Conditions*
2. Standard RFP Terms and Conditions for the supply of Goods or Services or Works to PRASA

Should the Bidder find any terms or conditions stipulated in any of the relevant documents quoted in the RFP unacceptable, it should indicate which conditions are unacceptable and offer alternatives by written submission on its company letterhead, attached to its submitted Bid. Any such submission shall be subject to review by PRASA's Legal Counsel who shall determine whether the proposed alternative(s) are acceptable or otherwise, as the case may be. A material deviation from the Standard terms or conditions could result in disqualification.

Bidders accept that an obligation rests on them to clarify any uncertainties regarding any bid to which they intend to respond, before submitting the bid. The Bidder agrees that he/she will have no claim based on an allegation that any aspect of this RFP was unclear but in respect of which he/she failed to obtain clarity.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

The bidder understands that his/her Bid will be disqualified if this Certificate of Acquaintance with RFP documents included in the RFP as a returnable document, is found not to be true and complete in every respect.

SIGNED at _____ on this _____ day of _____ 20____

SIGNATURE OF WITNESSES

ADDRESS OF WITNESSES

1 _____

Name _____

SIGNATURE OF BIDDER'S AUTHORISED REPRESENTATIVE: _____

NAME: _____

DESIGNATION: _____

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

9. GENERAL CONDITIONS

9.1 Alternative Bids

Bidders may submit an alternative Bid only if a main Bid, strictly in accordance with all the requirements of the RFP is also submitted. The alternative Bid is submitted with the main Bid together with a schedule that compares the requirements of the RFP with the alternative requirements the Bidder proposes. Bidders must note that in submitting an alternative Bid they accept that PRASA may accept or reject the alternative Bid and that it shall be evaluated in accordance with the criteria stipulated in this RFP.

9.2 PRASA Tender Forms

Bidders must sign and complete the PRASA Bid Forms and attach all the required documents. Failure by Bidders to adhere to this requirement may lead to their disqualification.

9.3 Precedent

In case of any conflict between this RFP and a Bidder's response, this RFP and its briefing notes shall take precedence.

9.4 Response to RFP-Confidentiality

Responses to the RFP must clearly indicate whether any information conveyed to or requested from PRASA is confidential or should be treated confidentially by PRASA. In the absence of any such clear indication in writing from a response to RFP, PRASA shall deem the response to RFP to have waived any right to confidentiality and treat such information as public in nature.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

Where a Bidder at any stage during the RFP Process indicates to PRASA that information or any response to RFP requested from PRASA is or should be treated confidentially, PRASA shall treat such information or response to RFP confidentially, unless PRASA believes that to ensure the transparency and competitiveness of the RFP Process the content of the information or response to RFP should be conveyed to all Bidders, in which event it shall apply the following process:

- PRASA shall confirm with the Bidder whether the raising of confidentiality applies to the entire response to the RFP or only specific elements or sections of the response;
- Where confidentiality is maintained by the Bidder and PRASA is of the opinion that the information or response to RFP if made publicly available would affect the commercial interests of the Bidder or is commercially sensitive information, PRASA shall not release such information to other Bidders if providing such information or response to the RFP would prejudice the competitiveness and transparency of the RFP Process;
- Where PRASA is of the opinion that information provided is not commercially sensitive or would have no impact on the commercial interests of the relevant Bidder if released and fairness and transparency requires that such information be released to all Bidders, PRASA may:
 - i. inform the relevant Bidder of the necessity to release such information and/or response to RFP and request the Bidder to consent to the release thereof by PRASA; or
 - ii. obtain legal advice regarding the confidentiality of the relevant information and/or response to RFP and the legal ability of PRASA to release such information; or
 - iii. refrain from releasing the information and/or response to RFP, in which event PRASA shall not take account of the contents of such information in the evaluation of the relevant response to RFP.

The above procedures regarding confidentiality shall not apply to any information which is already public knowledge or available in the public domain or in the hands of PRASA or is required to be disclosed by any legal or regulatory requirements or order of any competent court, tribunal or forum.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

9.5 Response to the RFP – RFP Disqualification

Responses to RFP which do not comply with the RFP requirements, formalities, terms and conditions may be disqualified by PRASA from further participation in the RFP Process.

In particular (but without prejudice to the generality of the foregoing) PRASA may disqualify, at its sole discretion and without prejudice to any other remedy it may have, a Bidder where the Bidder, or any of its consortium members, subcontractors or advisors have committed any act of misrepresentation, bad faith or dishonest conduct in any of its dealings with or information provided to PRASA.

9.6 Corruption, Gifts and Payments

Neither the Bidders to RFPs, its equity members, the sub-contractors, consortium members nor any of their agents, lenders or advisors shall directly or indirectly offer or give to any person in the employment of PRASA or any other Government official or any of the Advisory Team any gift or consideration of any kind as an inducement or reward for appointing a particular Bidder, or for showing or omitting to show favour or disfavour to any of the Bidders, its equity members or the sub-contractors in relation to the Project.

In the event that any of the prohibited practices contemplated under the above paragraph is committed, PRASA shall be entitled to terminate any Response to RFP's status and to prohibit such Response to RFP, its equity members, its SPV members, its Sub Contractors and their agents, lenders and advisors from participating in any further part of the procurement of the Project.

9.7 Insurance

The bidder shall maintain Professional Indemnity Insurance with a minimum indemnity limit of R5,000,000.00 (Five Million Rand) per claim and in the aggregate for the duration of the contract.

The insurance policy must:

- Be issued by an insurer licensed and authorized to conduct business in South Africa.
- Cover claims arising from errors, omissions, negligence, misrepresentation, breach of professional duty, or other liabilities resulting from the provision of professional services.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

- Remain in force throughout the contract period and for a minimum period of 12 months after contract completion, where applicable.
- Cover all personnel, employees, agents, subcontractors, and consultants engaged in the performance of the services.
- Not contain exclusions that materially limit coverage for the services being procured under this tender.

The successful bidder shall provide a valid Certificate of Insurance and, upon request, a copy of the policy schedule demonstrating compliance with this requirement prior to contract award and at any time during the contract period.

Failure to maintain the required Professional Indemnity Insurance may constitute a material breach of contract and may result in termination of the agreement and recovery in lieu of termination.

9.8 No Contact Policy

Bidders may only contact the bid administrator of PRASA as per the terms of the Communication Structure established by this RFP, except in the case of pre-existing commercial relationships, in which case contact may be maintained only with respect thereto and, in making such contact, no party may make reference to the Project or this RFP.

9.9 Conflict of Interest

No Bidder member, subcontractor or advisor of the response to RFP may be a member of or in any other way participate or be involved, either directly or indirectly in more than one response to RFP or response to RFP during any stage of the Project procurement process, but excluding specialist suppliers of systems and equipment, non-core service providers or financial or commercial institutions whose role is limited purely to lending money or advancing credit to the response to RFP. Bidders are to sign the declaration of interest form. In order to prevent the conflict or potential conflict of interest between Lenders and Bidders to RFP, no advisors or the Contractor/s or Consortium/s to any response to RFP, consortium member or subcontractor may fulfil the role of arranger, underwriter and/or lead bank to the response to RFP. PRASA may disqualify the response to RFP from further participation in

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

the event of a failure to comply with this provision. PRASA views the potential conflict of interest so great as to warrant the reduction of competition for advisory services.

9.10 Bidder's declaration regarding PEP/PIP

PRASA requires bidders to disclose if they have Politically Exposed Persons ("PEP")¹ or Prominent Influential Persons ("PIP")² and related individuals in their organisation and/or beneficial owners / shareholders who are PEP/PIP.

PRASA reserves the right not to enter into a business relationship with such person, official or entity, provided there are objective factors that justify the conclusion of such business relationship, and the decision is based on achieving the best interest of PRASA.³

9.10.1 Is the bidder a PEP/PIP? **YES/NO**

9.10.2 Does the bidder have an existing relationship with a PEP/PIP? **YES/NO**

9.10.3 Where a relationship with a PEP/PIP exists, the bidder is required to furnish particulars of the nature of the exposure, term of the office and description of activities relating to exposure, in table below.

NAME OF PEP/PIP & NATURE OF EXPOSURE/INFLUENCE	TERM OF THE OFFICE	DESCRIPTION OF ACTIVITIES RELATING TO EXPOSURE/INFLUENCE

¹Both foreign and domestic politically exposed person as specified in Schedule 3A and 3B of the Financial Intelligence Centre Act No. 38 of 2001 as amended. (refer to Annexure 2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

²As reflected in Schedule 3C of the Financial Intelligence Centre Act No.38 of 2001 (refer to Annexure 2.1.2 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties).

³Clause 4.5 of the PRASA Code of Conduct for dealing with Politically Exposed Persons, Prominent Influential Persons and Related Parties.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

9.10.4 Declaration:

I/We the undersigned _____ (Name) hereby certify that the PEP/PIP information furnished in this bid document is true and correct. We further certify that we understand that where it is found that we have made a false declaration or statement in this bid, PRASA may disqualify our bid or terminate a contract we may have with PRASA where we are successful in this tender.

Signature

Date

Position

Name of bidder

9.11 Collusion and Corruption

Any Bidder shall, without prejudice to any other remedy available to PRASA, be disqualified, where the response to RFP –

- communicates to a person other than persons nominated by PRASA a material part of its response to RFP; or

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
	BID DESCRIPTION: REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP ENVIRONMENTAL, SOCIAL AND GOVERNANCE (ESG) FRAMEWORK AND CONDUCT AN IN-DEPTH ESG ASSESSMENT FOR A PERIOD OF 24 MONTHS	

- Enters into any Contract or arrangement with any other person or entity that it shall refrain from submitting a response to RFP to this RFP or as to any material part of its Response to RFP to this RFP (refer the prohibition contained in Section 4(1)(b)(iii) of the Competition Act 89 of 1998). The Bidder represents that the Bidder has not, directly or indirectly, entered into any agreement, arrangement or understanding or any such like for the purpose of, with the intention to, enter into collusive bidding or with reasonable appreciation that, collusive any agreement, arrangement or understanding or any such like may result in or have the effect of collusive bidding. The Bidder undertakes that in the process of the Bid but prior to PRASA awarding the Bid to a preferred bidder become involved in or be aware of or do or caused to be done any agreement, arrangement or understanding or any such like for the purpose of or which may result in or have the effect of a collusive Bid, the Bidder will notify PRASA of any such agreement, arrangement or understanding or any such like; or
- offers or agrees to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing, or having caused to be done any act or omission in relation to the RFP Process or any proposed response to RFP (provided nothing contained in this paragraph shall prevent a response to RFP from paying any market-related commission or bonus to its employees or contractors within the agreed terms of their employment or contract).

9.12 Consortium Changes

If exceptional circumstances should arise in which, after the submission of the bid and after the closing date for submission of bids, there is a change in the composition of the Bidder, either through substitution or omission of any member of the Bidder:

- The Bidder must notify PRASA in writing of the proposed changes supported by complete details of the material reasons for the changes, the parties impacted by the changes and the impact on the response to RFP.
- PRASA shall evaluate the reasons advanced by the Bidder for the requested changes to the Bidder structure and where PRASA is not satisfied that the reasons advanced are reasonable or material, refuse to accept the change and disqualify the response to RFP, or notify the Bidder in

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
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writing of its non-acceptance of the changes and require the Bidder to propose a suitable alternative to PRASA within ten (10) days of its receipt of the decision of PRASA, upon receipt of which PRASA shall -

- i. Evaluate the alternative proposed for suitability to PRASA, and where the alternative is accepted by PRASA, inform the Bidder in writing of such acceptance and PRASA shall reassess the response to RFP against the RFP requirements and criteria; or
- ii. Where the alternative is not accepted by PRASA, inform the Bidder in writing of such non-acceptance as well as its disqualification from the RFP Process.
- iii. Where PRASA is satisfied that the changes requested under (i) above are reasonable and material, the response to RFP, shall be allowed to effect the required changes and PRASA shall reassess the response to RFP against the RFP requirements and criteria.

9.13 Costs of Response to the RFP Submission

All costs and expenses associated with or incurred by the Bidder in relation to any stage of the Project, shall be borne by the Bidder. PRASA shall not be liable for any such costs or expenses or any claim for reimbursement of such costs or expenses.

To avoid doubt, PRASA shall not be liable for any samples submitted by the Bidder in support of their Responses to RFP and reserves the right not to return to them such samples and to dispose of them at its discretion.

9.14 Response to the RFP Warranty

Bidders must provide a warranty as part of their Responses to RFP that their Responses to RFP are true and correct in all respects, that they do not contain a misrepresentation of any kind and that the taxes of all members of the Bidder company, consortium members and or subcontractors are in order and none of the members are undergoing corruption or any criminal-related investigations or have any past convictions for fraud or corruption.

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
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10. CONDITIONS OF TENDER

General

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| Actions | 1 | PRASA's <i>Representative</i> and each <i>tenderer</i> submitting a tender shall act as stated in these Conditions of Tender and in a manner which is fair, equitable, transparent, competitive and cost-effective. |
| Interpretation | 2 | Terms shown in <i>italics</i> vary for each tender. The details of each term for this tender are identified in the Request for Tender / Scope of work/ specification. Terms shown in capital initials are defined terms in the appropriate conditions of contract. |
| | 3 | Any additional or amended requirements in the Scope of work/ specification, and additional requirements given in the Schedules in the <i>tender returnables</i> are deemed to be part of these Conditions of Tender. |
| | 4 | The Conditions of Tender and the Scope of work/ specification shall form part of any contract arising from this invitation to tender. |
| Communication | 5 | Each communication between PRASA and a <i>tenderer</i> shall be to or from PRASA's <i>Representative</i> only, and in a form that can be read, copied and recorded. Communication shall be in the English language. PRASA takes no responsibility for non-receipt of communications from or by a <i>tenderer</i> . |
| PRASA's rights to accept or reject any tender | 6 | PRASA may accept or reject any variation, deviation, tender, or alternative tender, and may cancel the tender process and reject all tenders at any time prior to the formation of a contract. PRASA's <i>Representative</i> will not accept or incur any liability to a <i>tenderer</i> for such cancellation and rejection, but will give reasons for the action. PRASA reserves the right to accept the whole or any part of any tender. |

	BID NUMBER: INTERSITE/ ESG/ 01/10/2026	
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- 7 After the cancellation of the tender process or the rejection of all tenders PRASA may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to tender at any time.

Tenderer's obligations

The *tenderer* shall comply with the following obligations when submitting a tender and shall:

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| Eligibility | 1 | Submit a tender only if the <i>tenderer</i> complies with the criteria stated in the Scope of work/ specification. |
| Cost of tendering | 2 | Accept that PRASA will not compensate the <i>tenderer</i> for any costs incurred in the preparation and submission of a tender. |
| Check documents | 3 | Check the <i>tender documents</i> on receipt, including pages within them, and notify PRASA's <i>Representative</i> of any discrepancy or omissions in writing. |
| Copyright of documents | 4 | Use and copy the documents provided by PRASA only for the purpose of preparing and submitting a tender in response to this invitation. |
| Standardised specifications and other publications | 5 | Obtain, as necessary for submitting a tender, copies of the latest revision of standardised specifications and other publications, which are not attached but which are incorporated into the <i>tender documents</i> by reference. |
| Acknowledge receipt | 6 | Preferably complete the Receipt of invitation to submit a tender form attached to the Letter of Invitation and return it within five days of receipt of the invitation. |

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| | 7 | Acknowledge receipt of Addenda / Tender Briefing Notes to the <i>tender documents</i> , which PRASA's <i>Representative</i> may issue, and if necessary apply for an extension to the <i>deadline for tender submission</i> , in order to take the Addenda into account. |
| Site visit and / or clarification meeting | 8 | Attend a site visit and/or clarification meeting at which <i>tenderers</i> may familiarise themselves with the proposed work, services or supply, location, etc. and raise questions, if provided for in the Scope of work/ specification. Details of the meeting are stated in the RFP document, i-tender website and CIDB website. |
| Seek clarification | 9 | Request clarification of the <i>tender documents</i> , if necessary, by notifying PRASA's <i>Representative</i> earlier than the <i>closing time for clarification of queries</i> . |
| Insurance | 10 | Be informed of the risk that needs to be covered by an insurance policy. The <i>tenderer</i> is advised to seek qualified advice regarding insurance. |
| Pricing the tender | 11 | Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful <i>tenderer</i> . Such duties, taxes and levies are those applicable 14 days prior to the <i>deadline for tender submission</i> . |
| | 12 | Show Value Added Tax (VAT) payable by PRASA separately as an addition to the tendered total of the prices. |
| | 13 | Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the <i>conditions of contract</i> . |
| | 14 | State the rates and Prices in South African Rand unless instructed otherwise as an additional condition in the Scope of work/ specification. |

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The selected *conditions of contract* may provide for part payment in other currencies.

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| Alterations to documents | 15 | Not make any alterations or additions to the tender documents, except to comply with instructions issued by PRASA's <i>Representative</i> or if necessary to correct errors made by the <i>tenderer</i> . All such alterations shall be initialled by all signatories to the tender. Corrections may not be made using correction fluid, correction tape or the like. |
| Alternative tenders | 16 | Submit alternative tenders only if a main tender, strictly in accordance with all the requirements of the <i>tender documents</i> is also submitted. The alternative tender is submitted with the main tender together with a schedule that compares the requirements of the <i>tender documents</i> with the alternative requirements the <i>tenderer</i> proposes. |
| | 17 | Accept that an alternative tender may be based only on the criteria stated in the Scope of work/ specification and as acceptable to PRASA. |
| Submitting a tender | 18 | Submit a tender for providing the whole of the works, services or supply identified in the Contract Data unless stated otherwise as an additional condition in the Scope of work/ specification. |
| NOTE: | 19 | Return the completed and signed <i>PRASA Tender Forms and SBD forms provided with the tender</i>. <u>Failure to submit all the required documentation will lead to disqualification.</u> |
| | 20 | Submit the <u>tender as an original</u> plus 1 copy and an electronic version which should be contained in Memory Cards clearly marked in the Bidder's name as stated in the RFP and provide an English translation for documentation submitted in a language other than English. Tenders may not be written in pencil but must be completed in ink. |

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- 21 Sign and initial the original and all copies of the tender where indicated. PRASA will hold the signatory duly authorised and liable on behalf of the *tenderer*.

- 22 Seal the original and each copy of the tender as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside PRASA's address and invitation to tender number stated in the Scope of work/ specification, **as well as the tenderer's name and contact address**. Where the tender is based on a two-envelope system tenderers should further indicate in the package whether the document is **envelope / box 1 or 2**.

- 23 Seal original and copies together in an outer package that states on the outside only PRASA's address and invitation to tender number as stated in the Scope of work/ specification. The outer package should be marked "CONFIDENTIAL".

- 24 Accept that PRASA will not assume any responsibility for the misplacement or premature opening of the tender if the outer package is not sealed and marked as stated.

Note:

PRASA prefers not to receive tenders by post, and takes no responsibility for delays in the postal system or in transit within or between PRASA's offices.

PRASA prefers not to receive tenders by fax and takes no responsibility for difficulties in transmission caused by line or equipment faults.

Where tenders are sent via courier, PRASA takes no responsibility for tenders delivered to any other site than the tender office.

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PRASA employees are not permitted to deposit a tender into PRASA's tender box on behalf of a tenderer, except those lodged by post or courier.

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| Closing time | <p>25 Ensure that PRASA has received the tender at the stated address with the Scope of work / specification no later than the <i>deadline for tender submission</i>. Proof of posting will not be taken by PRASA as proof of delivery. PRASA will not accept a tender submitted telephonically, by Fax, E-mail or by telegraph unless stated otherwise in the Scope of work/ specification.</p> <p>26 Accept that, if PRASA extends the <i>deadline for tender submission</i> for any reason, the requirements of these Conditions of Tender apply equally to the extended deadline.</p> |
| Tender validity | <p>27 Hold the tender(s) valid for acceptance by PRASA at any time within the <i>validity period</i> after the <i>deadline for tender submission</i>.</p> <p>28 Extend the <i>validity period</i> for a specified additional period if PRASA requests the <i>tenderer</i> to extend it. A <i>tenderer</i> agreeing to the request will not be required or permitted to modify a tender, except to the extent PRASA may allow for the effects of inflation over the additional period.</p> |
| Clarification of tender after submission | <p>29 Provide clarification of a tender in response to a request to do so from PRASA's <i>Representative</i> during the evaluation of tenders. This may include providing a breakdown of rates or Prices. No change in the total of the Prices or substance of the tender is sought, offered, or permitted except as required by PRASA's <i>Representative</i> to confirm the correction of arithmetical errors discovered in the evaluation of tenders. The total of the Prices stated by the <i>tenderer</i> as corrected by PRASA's <i>Representative</i> with the concurrence of the <i>tenderer</i>, shall be binding upon the <i>tenderer</i></p> |

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Submit bonds, policies etc.

- 30 If instructed by PRASA's *Representative* (before the formation of a contract), submit for PRASA's acceptance, the bonds, guarantees, policies and certificates of insurance required to be provided by the successful *tenderer* in terms of the *conditions of contract*.
- 31 Undertake to check the final draft of the contract provided by PRASA's *Representative*, and sign the Form of Agreement all within the time required.
- 32 Where an agent on behalf of a principal submits a tender, an authenticated copy of the authority to act as an agent should be submitted with the tender.

Fulfil BEE requirements

- 33 Comply with PRASA's requirements regarding B-BBEE suppliers.

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PRASA'S UNDERTAKINGS

PRASA and PRASA's Representative shall:

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| Respond to clarification | 1 | Respond to a request for clarification received earlier than the <i>closing time for clarification of queries</i> . The response is notified to all <i>tenderers</i> . |
| Issue Addenda | 2 | If necessary, issue to each <i>tenderer</i> from time to time during the period from the date of the Letter of Invitation until the <i>closing time for clarification of queries</i> , Addenda that may amend, amplify, or add to the <i>tender documents</i> . If a <i>tenderer</i> applies for an extension to the <i>deadline for tender submission</i> , in order to take Addenda into account in preparing a tender, PRASA may grant such an extension and PRASA's <i>Representative</i> shall notify the extension to all <i>tenderers</i> . |
| Return late tenders | 3 | Return tenders received after the <i>deadline for tender submission</i> unopened to the <i>tenderer</i> submitting a late tender. Tenders will be deemed late if they are not in the designated tender box at the date and time stipulated as the deadline for tender submission. |
| Non-disclosure | 4 | Not disclose to <i>tenderers</i> , or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tenders and recommendations for the award of a contract. |
| Grounds for rejection | 5 | Consider rejecting a tender if there is any effort by a <i>tenderer</i> to influence the processing of tenders or contract award. |
| Disqualification | 6 | Instantly disqualify a <i>tenderer</i> (and his tender) if it is established that the <i>tenderer</i> offered an inducement to any person with a view to influencing the placing of a contract arising from this invitation to tender. |

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Test for responsiveness	7	Determine before detailed evaluation, whether each tender properly received • meets the requirements of these Conditions of Tender, • has been properly signed, and • is responsive to the requirements of the <i>tender documents</i>.
	8	Judge a responsive tender as one which conforms to all the terms, conditions, and specifications of the <i>tender documents</i> without material deviation or qualification. A material deviation or qualification is one which, in PRASA's opinion would • detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Contract Data, • change PRASA's or the <i>tenderer's</i> risks and responsibilities under the contract, or • affect the competitive position of other <i>tenderers</i> presenting responsive tenders, if it were to be rectified.
Non-responsive tenders	9	Reject a non-responsive tender, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.
Arithmetical errors	10	Check responsive tenders for arithmetical errors, correcting them as follows: • Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern. • If a bill of quantities applies and there is a discrepancy between the rate and the line item total, resulting from multiplying the rate by the quantity, the rate as quoted shall govern. Where there is an obviously gross misplacement of the decimal point in the rate, the line item total as quoted shall govern, and the rate will be corrected. • Where there is an error in the total of the Prices, either as a result of other corrections required by this checking process or in the

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tenderer's addition of prices, the total of the Prices, if any, will be corrected.

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| | 11 | Reject a tender if the <i>tenderer</i> does not accept the corrected total of the Prices (if any). |
| Evaluating the tender | 12 | Evaluate responsive tenders in accordance with the procedure stated in the RFP / Scope of work/ specification. The evaluated tender price will be disclosed only to the relevant PRASA tender committee and will not be disclosed to <i>tenderers</i> or any other person. |
| Clarification of a tender | 13 | Obtain from a <i>tenderer</i> clarification of any matter in the tender which may not be clear or could give rise to ambiguity in a contract arising from this tender if the matter were not to be clarified. |
| Acceptance of tender | 14 | Notify PRASA's acceptance to the successful <i>tenderer</i> before the expiry of the <i>validity period</i> , or agreed additional period. Providing the notice of acceptance does not contain any qualifying statements, it will constitute the formation of a contract between PRASA and the successful <i>tenderer</i> . |
| Notice to unsuccessful tenderers | 15 | After the successful <i>tenderer</i> has acknowledged PRASA's notice of acceptance, notify other <i>tenderers</i> that their tenders have not been accepted, following PRASA's current procedures. |
| Prepare contract documents | 16 | <p>Revise the contract documents issued by PRASA as part of the <i>tender documents</i> to take account of:</p> <ul style="list-style-type: none"> • Addenda issued during the tender period; • inclusion of some of the <i>tender returnables</i>; and • other revisions agreed between PRASA and the successful <i>tenderer</i>, before the issue of PRASA's notice of acceptance (of the tender). |

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Issue final contract 17 Issue the final contract documents to the successful *tenderer* for acceptance within one week of the date of PRASA's notice of acceptance.

Sign Form of Agreement 18 **Arrange for authorised signatories of both parties to complete and sign the original and one copy of the Form of Agreement within two weeks of the date of PRASA's notice of acceptance of the tender. If either party requires the signatories to initial every page of the contract documents, the signatories for the other party shall comply with the request.**

Provide copies of the contracts 19 Provide to the successful *tenderer* the number of copies stated in the Scope of work/ specification of the signed copy of the contracts within three weeks of the date of PRASA's acceptance of the tender.