
**MTK 23/2025 – APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, CONFIGURE,
AND SUPPORT A CLOUD-BASED PLATFORM FOR INSTITUTIONAL PLANNING,
PROJECT PORTFOLIO MANAGEMENT AND RISK MANAGEMENT AT MINTEK**

TENDER BRIEFING – QUESTIONS & ANSWERS

1. Will you consider solutions that are hosted outside of South Africa?

No. Given Mintek's status as a State-Owned Entity (SOE) and compliance requirements under the Public Finance Management Act (PFMA) and Protection of Personal Information Act (POPIA), the solution must be hosted within South Africa's borders. Bidders may partner with a local hosting provider to meet this requirement.

2. The requirement for the reference letters says that they must be from SOEs or public sector. If a bidder has references that are only related to private companies, does that mean that they are going to score zero on that section? What was the rationale for targeting companies that have worked with public sector or SOEs only?

Mintek is a State-Owned Entity and operates within South Africa's public sector governance and reporting framework. The requirement for SOE/public sector references aligns with national regulatory obligations applicable to SOEs, including compliance with the Public Finance Management Act (PFMA), oversight by the National Treasury of South Africa, and audit accountability to the Auditor-General of South Africa.

SOE references are therefore required to demonstrate that bidders have proven experience operating within regulated public entity environments characterised by strict governance, reporting, procurement compliance, and public accountability standards.

Accordingly, only qualifying SOE or public sector reference letters will be considered for scoring under this section.

- 3. What is the required NQF level for the project manager and developer's qualifications? Since it is not stipulated, will any NQF level be accepted as long as it is an IT-related qualification?**

NQF-7 (Bachelor's degree or equivalent) IT-related qualification will be accepted, provided that it is aligned to the role and demonstrates appropriate competency and capability to perform the required services.

- 4. Is Mintek expecting an existing off-the-shelf product or a configurable custom-developed platform?**

Mintek expects a solution that complies with the functional and technical requirements outlined in the specification. This may be an existing off-the-shelf product (configured to Mintek's needs) **or a configurable/custom-developed platform**, provided it delivers all required capabilities for institutional planning, project portfolio management, and risk management. Bidders must clearly indicate which approach they are proposing.

- 5. In terms of the project data migration, how many years are we looking at for the migration?**

10 years

- 6. In terms of the risk and operation management process, what is the current system or framework that is currently followed by Mintek?**

Mintek currently utilises Excel-based registers to manage institutional risk management. The current process is manual and spreadsheet-driven, with no existing software or automated platform in place for these functions.

- 7. Is there a POC phase and also a full implementation phase?**

The tender specification does not provide for a Proof of Concept (POC) phase. Bidders are therefore expected to propose implementation in accordance with the scope and deliverables outlined in the specification. Any phased approach may be proposed by the bidder, provided it aligns with the project requirement.

- 8. Page 44 of the tender document requires bidders to submit a copy of the previous three years audited and signed-off financial statements. Can it be substituted with signed management accounts?**

Yes

- 9. It was mentioned that the system should be scalable to handle 500 users. How many licenses are you looking to procure at this point in time? It must be noted that not all 500 people would need the APP module, and not all 500 people would need the projects management module. Please share some ideas in terms of how you would want to allocate based on your configuration as an organisation.**

Mintek requires an initial licence allocation based on current operational needs, while the system must be scalable to 500 users as the organisation grows. The anticipated initial allocation is:

Module	Estimated Initial Licences
Institutional Planning	20–30 (Executive & Planning Unit)
Project Portfolio Management	100–150 (Project Managers, Team Leads, Sponsors)
Risk Management	30–50 (Risk Committees, Executive Managers, Unit Heads, Compliance)
Mobile/ APP Module	50–100 (Senior Management & Field Users)

Bidders are expected to propose a flexible licensing model (e.g., concurrent, role-based, or tiered) that allows Mintek to add licences without renegotiating the contract. A proposed allocation matrix should be included in the bid response.

- 10. What is the term of this contract?**

Three (3) years

- 11. Is there a possibility for an extension, taking into consideration the clarities that need to be provided in terms of the questions asked, and also taking the long weekend into consideration.**

The closing date has been extended from 17 April 2026 to 30 April 2026 at 12pm.

- 12. For the mandatory pre-qualification requirement, it is stipulated that the bidder must submit a letter of hosting with a South African address to show that they have presence within South Africa. Can a company that is on AWS (Amazon Web Space) bid, or it must have the presence and hosting in South Africa?**

The bidder must have presence and hosting in South Africa, if the bidder themselves does not host locally, they must partner with a registered hosting company within South Africa and submit proof of that partnership with their bid.