

BID NUMBER DHA04-2026: APPOINTMENT OF A SERVICE PROVIDER FROM SITA RFB1183 FOR THE ESTABLISHMENT OF AN ICT PORTFOLIO MANAGEMENT OFFICE (PMO) TO DELIVER THE DIGITAL TRANSFORMATION STRATEGY (MICROSOFT-BASED PORTFOLIO MANAGEMENT) FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Firms may ask for clarification on the tender document or any part thereof, up to close of business 1 week before the deadline for the submission of the bids – The deadline close of business of 05 June 2026.

No.	QUESTIONS	ANSWERS
1.	In a situation, you bid as partners do both organisations need to provide references demonstrating past success in PMO implementation, or if a single partner's references would be considered sufficient.	All partners must be accredited on SITA FRB 1183. A single partner's references would be considered sufficient.
2.	Licensing / Microsoft Stack - Are the required Microsoft licenses (e.g., Planner, Project, Power Platform, Power BI) already provisioned by DHA, or should the service provider include licensing costs in the proposal?	The Department has an Enterprise License Agreement; we are in year 2 of the Enterprise Agreement (EA) with Microsoft. The Department can provide Power BI and Power Platform only and the rest of the licenses the Bidders can provide and they will have to be embedded in the Departmental EA. i.e. (Project and Planner 5).
3.	Pricing / Commercials - If licensing is not provided by DHA, should bidders include the cost of Microsoft licenses as part of the total proposal pricing?	Yes, the bidders must include the cost of Microsoft licenses as part of total cost for one year only from date of submission of proposal up to 31 March 2027.
4.	can you kindly please help me understand the session about resources, I can see that you only need one Project Technical Lead with recognised PMP body, my question on the rest on the resources, are you only looking for pricing, or should we provide the following CVS as well?	The Bidders are requested to provide the CVs and Pricing.

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5.	Microsoft Environment (On-Premise vs Cloud) During the briefing session, it was indicated that there is a preference for an on-premise Microsoft implementation, with openness to cloud-based solutions. Kindly clarify the following: - What is the current Microsoft environment within the Department of Home Affairs (on-premise, cloud, or hybrid)? - Is the appointed Service Provider expected to design and execute a migration (e.g. from on-premise to cloud or hybrid), or to configure and optimise within the existing environment ?	- Current Microsoft environment is Cloud. - Migrate data from manual systems e.g. EXCEL to the Microsoft based developed solution.																																										
6.	Professional Body Registration Requirements The bid documentation refers to the requirement for proof of registration with applicable professional bodies.	PMO Technical Lead and Technical Project Managers (x2)																																										

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	Kindly clarify: - Which specific roles require such registration (e.g. Project Managers, Programme Managers, Technical Leads)? - Whether this refers to formal membership with recognised professional bodies (e.g. PMI, PRINCE2, SA PMI), or if certifications alone will be deemed sufficient.	
7.	Migration Plan and Reconciliation Requirements The Terms of Reference include a requirement for a “Migration Plan and Executed Migration with reconciliation report.” Kindly clarify: - Whether this migration relates specifically to Microsoft-based PMO tools and platforms ; - Whether the migration is expected to include data and workflows from existing or legacy systems ; and - If applicable, what current systems or platforms are in use that would form part of this migration.	- No, the migration related to manual systems - Not Applicable - Not Applicable
8.	Project Location and Working Arrangements The project location and working arrangements are not explicitly defined in the Terms of Reference. Kindly confirm: Whether the engagement is expected to be on-site, hybrid, or remote ;	Engagement is expected to be on-site

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	- If on-site presence is required, the primary location(s) ; and - The expected frequency of on-site engagement , if applicable.	- As stipulated in the bid, 230 Johannes Ramokhoase Street, Hallmark Building, Pretoria 0001 - Monday to Friday 7:30-16:00
9.	May we please ask for you to confirm if the tender in questions has indeed been extended to 18/06/2026? There is no amended document on the site.	Please note that the tender has being extended to 12 June 2026, please refer to the e-tender portal https://www.etenders.gov.za/ for the amended Annexure A that form part of invitation to bid.
10.	No partnerships and the overly onerous set of registrations": Please kindly confirm the rationale for not working with partners (in the form of sub contracting or JVs). The primary SITA 1183 partner will still be the contracting party, and it seems unfair to exclude any forms of partnerships.	Firstly, it must be understood that Sub-contracting and Joint Ventures (JV) are different commercial step up arrangements. In line with the clarification that the Department received from SITA relating to subcontracting and JV's, the following must be noted: <u>Subcontracting:</u> In instances where subcontracting is proposed, the Department will adhere to all applicable prescripts and Departmental policies and that feasibility of sub-contracting arrangement is duly assessed in line with bid specification requirements. The subcontractor/s are not required to be accredited on SITA 1183 as the main contractor is required to be accredited on all the required categories, and the Department will enter a contract with only the main contractor. <u>JV:</u>

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		From the principles of fairness, in the case of JV, both participating entities must hold valid accreditation for RFB 1183 and may complement one another in terms of provincial footprint and or ICT service categories.
11.	Secondly, the refreshed list of SITA 1183 registrations include e.g. Application Development and support. The nature of the PMO services (using existing Microsoft tools) and a team for 36 months, means that technical application development is not needed. This would exclude a number of organisations who have registered for the provision of professional services, from the tender unnecessarily.	The requirement for Application Development & Support should be interpreted as experience in configuration, integration and implementing a fully integrated ICT PMO system customised for the DHA environment with full workflows on Microsoft-based solutions, and not necessarily bespoke software development. Application Development and support is therefore applicable.
12.	How many users will be using the portfolio management system i.e. licensed users?	30 licensed users excluding resources bidders will bring on board.
13.	Which DevOps toolset do they currently use (as the RFP makes mentions of EPICS, user stores, backlogs)?	The Department has Azure DevOps available for usage.
14.	We would also appreciate clarification regarding the requirement that references a "service provider from SITA." Our understanding of this statement is not entirely clear. Could you please confirm whether participation is restricted exclusively to service providers registered with or sourced through SITA, or whether other qualified service providers are also eligible to submit proposals and be considered for appointment?	Refer to the response for question 1 above.

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15.	We would like to ask if you could kindly provide us with the minutes, briefing notes, presentation, or a recording of the session held on the 15.06.2026, should these be available, to ensure that we fully understand the requirements and discussions that took place.	Bidders are requested to note that the Department does not share the recording. However, should there be any queries relating to the advertised tender, bidders are requested to refer to paragraph 1.27. on page 5 of 33 in the tender document.
16.	According to 14.4 on page 16 , bid must be submitted through E-tenders portal but however some documents required like Resources, Proposal and Reference Letters do not have the designated portal to be uploaded on.	Please refer to the following bullet point under paragraph 14.4 for bid proposal: <i>"The bid proposal response must indicate the following: The bidding company's profile, including proof of compliance with all the requirements as per the TOR document."</i>