



## **national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

**TO ALL : ACCOUNTING OFFICERS OF DEPARTMENTS AND CONSTITUTIONAL INSTITUTIONS**

**: ACCOUNTING AUTHORITIES OF PUBLIC ENTITIES LISTED IN SCHEDULES 2 AND 3 TO THE PFMA**

**: HEAD OFFICIALS OF PROVINCIAL TREASURIES**

### **NATIONAL TREASURY INSTRUCTION NO. 1 OF 2015/2016**

#### **ADVERTISEMENT OF BIDS AND THE PUBLICATION OF AWARDS ON THE eTENDER PUBLICATION PORTAL**

##### **1. PURPOSE**

The purpose of this *Treasury Instruction* is to prescribe the mandatory advertisement of bids and the publication of awards on the **eTender Publication Portal** by all departments, constitutional institutions and public entities listed in Schedules 2 and 3 to the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999), hereafter referred to as PFMA compliant institutions.

##### **2. BACKGROUND**

- 2.1 On 4 February 2015, the National Treasury issued the Public Sector Supply Chain Management Review. The aim of this review is to, amongst others; improve processes, rules and infrastructure related to supply chain management and to facilitate easier interaction between the public and private sectors in order to conduct business more efficiently.
- 2.2 During the review, the National Treasury identified the advertisement of bids and the publication of awards as being key to meeting the constitutional requirement for goods and services to be procured in a manner that is fair, equitable, transparent, competitive and cost-effective manner.
- 2.3 The National Treasury is therefore introducing a web application in the form of the **eTender Publication Portal** where PFMA compliant institutions must advertise all their bids and publish all their awarded bids. This application is aimed at ensuring

that all potential service providers have easy access to advertised bids and are provided with an opportunity to supply PFMA compliant institutions with goods and services, as they may require.

### **3. ADVERTISEMENT OF BIDS ON THE eTENDER PUBLICATION PORTAL**

- 3.1. With effect from 1 May 2015, accounting officers and accounting authorities of PFMA compliant institutions must, through the relevant treasury, advertise all bids<sup>1</sup> of their respective institutions on the **eTender Publication Portal** by taking cognisance of the requirements in paragraph 3.3.
- 3.2. Bids shall be advertised every Friday on the **eTender Publication Portal** and PFMA compliant institutions must forward their advertisements to the relevant treasury by no later than 15:00 on the Friday before the advertisement date.
- 3.3. PFMA compliant institutions must submit the following information to the relevant treasury's **eTender Publication Administrator** in support its advertisement:
- (a) Bid description;
  - (b) Bid number;
  - (c) Name of the PFMA compliant institution;
  - (d) The place where the bid is required;
  - (e) The closing date and time of the bid;
  - (f) The PFMA compliant institution's contact details (postal and physical address, telephone number, etc.);
  - (g) The place where bids can be collected;
  - (h) The place where bids should be delivered; and
  - (i) The bid document (SBDs, Terms of Reference, GCC and other relevant documents)
- 3.4. The attached **Annexure A** must be used to provide the relevant treasury with the information required in paragraph 3.3.

### **4. PUBLICATION OF AWARDS ON THE eTENDER PUBLICATION PORTAL**

- 4.1 With effect from 1 May 2015, accounting officers and accounting authorities of PFMA compliant institutions must, through the relevant treasury, publish the awards of all advertised competitive bids on the **eTender Publication Portal** by taking cognisance of the requirements in paragraph 4.2.

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<sup>1</sup> *bids* mean competitively advertised requirements over the threshold value of R500 000.00 (five hundred thousand rand)

- 4.2 PFMA compliant institutions must submit the following information on successful bids<sup>2</sup> to the relevant treasury's **eTender Publication Administrator** within seven (7) working days of awarding the bids:
- (a) Contract description and bid number;
  - (b) Names of the successful bidder(s) and preference points claimed;
  - (c) Contract price(s), if possible;
  - (d) Contract period;
  - (e) Names of Directors; and
  - (f) Date of completion/award.
- 4.3 In addition to the information required in paragraph 4.2, accounting officers and accounting authorities of PFMA compliant institutions must submit the following information on unsuccessful bids to the relevant treasury's **eTender Publication Administrator** within the same time frame referred to in paragraph 4.2:
- (a) Names of the unsuccessful bidder(s);
  - (b) Preference points claimed; and
  - (c) Contract price(s), if possible.
- 4.4 The attached **Annexure B** must be used to provide the relevant treasury with the information required in paragraphs 4.2 and 4.3.

**5. eTENDER PUBLICATION ADMINISTRATORS**

No	RELEVANT TREASURY	CONTACT DETAILS
1	National Treasury	Email: <a href="mailto:etppa@treasury.gov.za">etppa@treasury.gov.za</a>
2	Eastern Cape Provincial Treasury	Email: <a href="mailto:etppa@ectreasury.gov.za">etppa@ectreasury.gov.za</a>
3	Free State Provincial Treasury	Email: <a href="mailto:etppa@treasury.fs.gov.za">etppa@treasury.fs.gov.za</a>
4	Gauteng Provincial Treasury	Email: <a href="mailto:etppa@gauteng.gov.za">etppa@gauteng.gov.za</a>
5	KwaZulu-Natal Provincial Treasury	Email: <a href="mailto:etppa@kzntreasury.gov.za">etppa@kzntreasury.gov.za</a>
6	Limpopo Provincial Treasury	Email: <a href="mailto:etppa@limtreasury.gov.za">etppa@limtreasury.gov.za</a>
7	Mpumalanga Provincial Treasury	Email: <a href="mailto:etppa@mpg.gov.za">etppa@mpg.gov.za</a>
8	Northern Cape Provincial Treasury	Email: <a href="mailto:etppa@ncpg.gov.za">etppa@ncpg.gov.za</a>
9	North West Provincial Treasury	Email: <a href="mailto:etppa@nwpg.gov.za">etppa@nwpg.gov.za</a>
10	Western Cape Provincial Treasury	Email: <a href="mailto:etppa@westerncape.gov.za">etppa@westerncape.gov.za</a>

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<sup>2</sup> **Successful bids** include bids concluded through limited bidding process (deviations, unsolicited bids etc.)

**6. ADVERTISEMENT OF BIDS AND PUBLICATION OF AWARDS IN THE GOVERNMENT TENDER BULLETIN**

- 6.1 In addition to advertising their bids and publishing their awards on the **eTender Publication Portal**, accounting officers of departments and constitutional institutions and accounting authorities of public entities listed in Schedules 3A and 3C to the PFMA who are required to comply with Chapter 16A of the Treasury Regulations must also advertise their bids and publish their awards, as prescribed in Treasury Regulation 16A6.3(c) and (d) respectively.
- 6.2 Accounting officers of departments and constitutional institutions and accounting authorities of public entities listed in Schedules 3A and 3C to the PFMA must ensure that the closing dates of bids advertised in the *Government Tender Bulletin* are the same for those bids that are advertised in the **eTender Publication Portal**.

**7. APPLICABILITY**

This *Treasury Instruction* applies to all departments, constitutional institutions and public entities listed in Schedules 2 and 3 to the PFMA.

**8. EFFECTIVE DATE**

This *Treasury Instruction* takes effect from 1 May 2015. The **eTender Publication Portal** will, however, be available on the websites of the relevant treasuries from 1 April 2015 for PFMA compliant institutions that are ready to adopt the new procedure related to the advertisement of bids and the publication of awards.

**9. DISSEMINATION OF INFORMATION CONTAINED IN THIS TREASURY INSTRUCTION**

- 9.1 Head officials of provincial treasuries are requested to bring the contents of this *Treasury Instruction* to the attention of all accounting officers of departments in their respective provinces.
- 9.2 Accounting officers of departments and constitutional institutions must bring the contents of this *Treasury Instruction* to the attention of:
- (a) chief financial officers and supply chain management officials of their respective departments; and
  - (b) all accounting authorities of public entities reporting to the executive authority of their respective departments, if applicable.
- 9.3 Accounting authorities of public entities must bring the contents of this *Treasury Instruction* to the attention of chief financial officers and supply chain management officials of their respective public entities:



**10. REPEAL OF NATIONAL TREASURY INSTRUCTION**

This Treasury Instruction repeals Paragraph 3.7 of National Treasury Instruction Note dated 31 May 2011 on Enhancing Compliance Monitoring and Improving Transparency and Accountability in Supply Chain Management.

**11. AUTHORITY FOR THIS INSTRUCTION**

This Treasury Instruction is issued in terms of section 76(4) (c) of the PFMA.

**12. CONTACT INFORMATION**

Enquiries related to this Treasury Instruction may be directed to:

Schalk Human

The Chief Director: SCM ICT

Phone: 012 315 5886

Email: [schalk.human@treasury.gov.za](mailto:schalk.human@treasury.gov.za)

  
**MICHAEL SASS**  
**ACCOUNTANT-GENERAL**  
DATE: 1 APRIL 2015

<b>BID ADVERTISEMENT FORM</b>
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Bid description											
Bid number											
Name of institution											
The place where goods, works or services are required											
Closing date and time	Date	D	D	M	M	Y	Y	Y	Y	Time	
Contact details	Postal address										
	Physical address										
	Tel										
	Fax										
	email										
	Contact person										
Where bids can be collected											
Where bids should be delivered											
Category <i>(refer to annexure A)</i>											
Sector											
Region											
Compulsory briefing session/site visit	Date										
	Time										
	Venue										

**ANNEXURE A: COMMODITY CATEGORIES**

- ACCOMMODATION, Leasing of
- AUDIO VISUAL EQUIPMENT
- BUILDING MATERIAL
- CHEMICALS: Agricultural/Forestry/Laboratory/ Water Care
- CLOTHING/TEXTILES
- COMPUTER EQUIPMENT
- COMPUTER SOFTWARE
- ELECTRICAL EQUIPMENT
- ELECTRONIC EQUIPMENT
- FURNITURE
- GENERAL
- MEDICAL
- OFFICE EQUIPMENT: Labour-saving devices
- PERISHABLE PROVISIONS
- STATIONERY/PRINTING
- STEEL
- TIMBER
- VEHICLE (all types)
- WORKSHOP EQUIPMENT

**SERVICES**

- BUILDING
- CIVIL
- ELECTRICAL
- FUNCTIONAL (including cleaning/security services)
- GENERAL
- MAINTENANCE (Electrical, mechanical equipment and plumbing)
- MECHANICAL
- PROFESSIONAL
- REPAIR AND MAINTENANCE OF VEHICLES
- TRANSPORT
- OTHER



ANNEXURE B

PUBLICATION OF AWARD FORM

Name of institution														
Contract description														
Contract number														
Contract Period	Start Date		D	D	D	M	M	M	Y	Y	Y	Y	End Date	Y
Date of award	D		D		M		M		Y		Y		Y	
Name of successful bidder (s)														
Points claimed														
Contract price (if applicable)														
Directors names														

Name of unsuccessful bidder (s)			Points claimed			Contract price (if applicable)			Directors names					