



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

**PFMA SCM INSTRUCTION NO. 11 OF
2025/26
PUBLIC FINANCE MANAGEMENT ACT
(ACT 1 OF 1999)**

ENHANCING PROCUREMENT INFORMATION TRANSPARENCY

TO ALL:	ACCOUNTING OFFICERS OF DEPARTMENTS ACCOUNTING OFFICERS OF CONSTITUTIONAL INSTITUTIONS ACCOUNTING AUTHORITIES OF PUBLIC ENTITIES HEAD OFFICIALS OF PROVINCIAL TREASURIES
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1. PURPOSE

The purpose of this Instruction is to provide for the reporting of procurement information of departments, constitutional institutions and public entities in a dashboard to enhance transparency and to enhance strategic supply chain decisions based on credible information.

2. DEFINITION

In this Instruction, unless the context indicates otherwise, any word or expression bears the meaning assigned in the Public Finance Management Act, 1999 (Act No. 1 of 1999 – ‘PFMA’), and “**institution**” means a department, constitutional institution or public entity listed in Schedule 2 or 3 to the PFMA.

3. BACKGROUND

- 3.1 Section 216(1) of the Constitution requires national legislation to prescribe measures to ensure transparency and expenditure control in all spheres of government. Section 6(1)(g) of the PFMA requires the National Treasury to promote and enforce transparency and effective management in respect of revenue, expenditure, assets and liabilities of departments, public entities and constitutional institutions.
- 3.2 The National Treasury aims to strengthen public trust and foster public accountability in the procurement systems. This will be enhanced by making the procurement systems more transparent through the publication of procurement information of institutions. The information will include, but is not limited to, supplier and ownership details, the nature, value, quantity of procurement transactions, and payments made to suppliers.

3.3 The National Treasury will publish procurement information obtained from procurement and payment transactions recorded in Basic Accounting System ('BAS'), Logistical Information System ('LOGIS') and other institutional systems submitted through the transactions application programming interface ('API') and Data Upload Tool of the Office of the Chief Procurement Officer ('OCPO') of the National Treasury and supplemented by contract information reported on the eTenders portal and supplier details from the Central Supplier Database.

3.4 Institutions that use BAS and LOGIS must ensure that procurement information is submitted timeously. Institutions that do not use BAS and LOGIS must submit procurement information through the transactions API or the Data Upload Tool of the OCPO.

4. REPORTING ON PROCUREMENT

4.1 An institution that is not using BAS and LOGIS must, within 30 days of the end of each month report-

- (a) payments on goods and services on a transactional level for that month using the transactions API or the Data Upload Tool, located at <https://OCPOdst.treasury.gov.za>. Queries regarding the submission process may be sent to ocpodatarequest@treasury.gov.za;
- (b) on the procurement process followed and other procurement administrative information regarding transactions for that month as required by the Data Upload Tool; and
- (c) by using the electronic template as provided by the Data Upload Tool, either by manually capturing the information on the template or extracting the relevant information from the institution's payment system onto the template or by making use of the API.

4.2 The National Treasury must ensure that the information submitted by an institution through the Data Upload Tool is complete and request the institution to correct any discrepancies regarding the information.

5. PUBLICATION OF PROCUREMENT INFORMATION

5.1 The National Treasury must publish procurement information of institutions quarterly on the OCPO portal on www.tenders.gov.za in the form of consolidated procurement information dashboards and in a form available for the public to download. The next publication must take place on 12 February 2026.

- 5.2 The publication of 12 February 2026 must consist of information extracted from procurement transactions recorded in BAS, LOGIS and supplemented by information reported on the eTenders portal and supplier and ownership details from the Central Supplier Database.
- 5.3 For the subsequent quarterly publications, the National Treasury must-
- (a) extract the information to be published in terms of paragraph 5.1 from procurement transactions recorded in BAS, LOGIS and other institutional systems submitted through the OCPO's Data Upload Tool or API and supplemented by contract and other information reported on the eTenders portal and supplier and ownership details from the Central Supplier Database;
 - (b) include, in the information extracted in terms of subparagraph (a), information of supplier details, ownership demographics, information published on the eTenders portal in terms of PFMA SCM Instruction 09 of 2022/2023, other procurement process information, bid awards and contract variations, and payments made to suppliers; and
 - (c) publish that information in respect of-
 - (i) the period 1 January 2026 to 31 March 2026, by 31 May 2026; and
 - (ii) the subsequent quarterly periods, by the last day of the month following the end of that period."

6. CONTRACT REPORTING

- 6.1 An institution must report on www.etenders.gov.za on procurement contracts above R1 million (including VAT) within 30 days from the date of signature of the contract.
- 6.2 An institution must-
- (a) report all extensions, expansions, early terminations and other variations of procurement contracts, referred to in paragraph 6.1, on the www.etenders.co.za within 30 days from the date of signature of the amendment of the contract.
 - (b) include, in that report, all procurement information, including procurement through price quotations and procurement through other means such as deviations from inviting competitive bids.
- 6.3 For purposes of the monthly reporting to the relevant treasury in terms of paragraph 5.4 of PFMA SCM Instruction No. 03 of 2021/2022, the submission of the information by the institution on the eTenders portal contemplated in this paragraph shall suffice.
- 6.3 Queries regarding reporting in terms of this paragraph may be sent to etenders@treasury.gov.za.

7. CONFLICT OF INTEREST

- 7.1 To improve the management of conflict of interest in procurement by institutions, an institution that is not using PERSAL, must submit monthly information of employees of the institution on the Central Supplier Database on or before the 10th of each month in the format provided on the CSD employee upload tool.
- 7.2 The official nominated by the head of the institution, or delegated official, to make the submission must request access to the CSD employee upload tool by sending an email to csdoos.support@treasury.gov.za.

8. PROCUREMENT PLANNING

- 8.1. In respect of an annual procurement plan and any amendment thereto contemplated in SCM Instruction 2 of 2016/17, an institution must submit on the eTenders portal—
- (a) the approved annual procurement plan by 31 March of each year; and
 - (b) any approved amendment to the procurement plan within 10 days after the approval of the amendment.
- 8.2. All planned procurement for goods and services through open competitive bidding must be included in the plan.
- 8.3. All plans submitted in terms of this paragraph will be publicly accessible in a format determined by the National Treasury.

9. APPLICABILITY

This Instruction applies to all departments, constitutional institutions and public entities listed in Schedule 2 or 3 to the PFMA, and to the extent that this Instruction conflicts with any previous Instruction, the provisions of this Instruction apply.

10. REPEAL

This Instruction repeals and replaces PFMA SCM Instruction No. 10 of 2025/26 from the date of signature hereof.

11. EFFECTIVE DATE

This Instruction takes effect on 1 April 2026, except where otherwise provided in paragraph 5.

12. AUTHORITY

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

13. CONTACT INFORMATION

Enquiries pertaining to the contents of this Instruction may be directed to:

Email: CPO@treasury.gov.za.



DR DUNCAN PIETERSE
DIRECTOR-GENERAL

DATE: 28/01/26

Cc: Auditor-General