



KZN PROVINCIAL TREASURY

**TO: ACCOUNTING OFFICERS
CHIEF FINANCIAL OFFICERS
HEADS OF SUPPLY CHAIN MANAGEMENT**

PROVINCIAL CIRCULAR NO. 2 OF 2016/17: E-TENDER PUBLICATION PORTAL

1. PURPOSE

The purpose of this circular is emphasize the obligatory responsibility of provincial departments and PFMA Schedule 2 and 3 public entities, to publish bid advertisements, awards and cancellations on the e-Tender Publication Portal.

2. BACKGROUND

On 1 April 2015, National Treasury issued Instruction Note No. 1 of 2015/16 – Advertisement of Bids and Publication of Awards on e-Tender Publication Portal. Provincial Treasury, on 13 April 2015, as required by paragraph 9 of the Instruction, disseminated the contents thereof to all provincial departments. Both National and Provincial Treasuries hosted training workshops for departments to familiarize departments with the system.

Provincial Treasury established the administrator email referred to in paragraph 5 of the Instruction Note for departments to submit tenders for advertisements. With the exception of the departments of health, transport and public works, Provincial Treasury published bids for departments and public entities. Overtime, Provincial Treasury noted an internal lack of human resources to publish tenders on the portal. The Accounting Officer of Provincial Treasury further delegated the function of publishing bids to provincial departments. Training was subsequently arranged by departments in order to build capacity to self-publish on the portal.

Over the last few months, Provincial Treasury has been getting reports of provincial departments not publishing bid advertisements and awards and cancellations in particular. Furthermore, Provincial Treasury has been getting reports of departments not publishing tender documents on the portal while insisting that prospective service providers must continue paying for tender documents that are exclusively available from the departments.

Paragraph 3.5(i) of the Instruction makes the publication of bid documents mandatory for organs of state to whom the Instruction applies. Departments and public entities must therefore ensure that bid documents accompany all advertisements on the portal. Further to this, departments and public entities may not charge for bid documents from suppliers who obtained the documents on the portal. The levying of fees on bid documents is purely for government to recover the costs of producing/printing documents and is not and should not be considered a revenue stream for same. National Treasury accepted that it may not always be feasible to publish construction or built environment tender documents because of the varying sizes of paper required when printing. Departments and public entities may therefore, in this regard, exclude construction related tender documents from publication on the portal. All other documents must be published on the portal.

3. TRAINING AND SUPPORT REQUIREMENTS

Departments and public entities that need further training and support in implementing the requirements of Instruction Note No. 1 of 2015/16 may contact Mr. Ntando Sangweni on ntando.sangweni@kzntreasury.gov.za for same.

4. APPLICABILITY

This circular applies to all KwaZulu-Natal Provincial Departments and Schedule 2 and 3 Provincial Public Entities.

5. CONTACT INFORMATION

Enquiries related to this Circular may be directed to:

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Date: 17/11/17