



# treasury

Department:  
Treasury  
**PROVINCE OF KWAZULU-NATAL**

Treasury House  
145 Commercial Road  
Pietermaritzburg  
3201

P/Bag X9082  
Pietermaritzburg  
3200  
Tel. No.: (033) 897 4681  
Email:  
ntando.sangweni@kzntreasury.gov.za  
DATE: 13 April 2015

**ENQUIRIES: MR NN SANGWENI**

**TO: ALL ACCOUNTING OFFICERS  
ALL CHIEF FINANCIAL OFFICERS  
ALL SCM HEADS**

**INSTRUCTION NOTE NO 1 OF 2015/16; ADVERTISEMENT OF BIDS AND PUBLICATION OF AWARDS ON e-TENDER PUBLICATION PORTAL**

National Treasury has issued Instruction Note number 1 of 2015/16 titled Advertisement of Bids and Publication of Awards on e-Tender Publication Portal.

The instruction note makes the advertisement of bids and the publication of bid awards compulsory for all public sector institutions with effect from May 1, 2015.

The Provincial Treasury will, in due course, engage all stakeholders in terms of how to comply with this Instruction Note.

**MR HAW CONRADIE  
ACTING ACCOUNTANT GENERAL: KZN TREASURY  
DATE: 13/4/2015**





**national treasury**

Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

TO: ACCOUNTING OFFICERS OF ALL DEPARTMENTS AND  
CONSTITUTIONAL INSTITUTIONS

ACCOUNTING AUTHORITIES OF ALL SCHEDULE 2 AND 3 PUBLIC  
ENTITIES

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

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

**1. PURPOSE**

The purpose of this instruction is to prescribe a mandatory advertisement of bids and publication of awards on the eTender Publication Portal to Accounting Officers(AOs) of all departments and constitutional institutions and Accounting Authorities (AAs) of public entities listed in Schedule 2 and 3 to the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999)

**2. BACKGROUND**

- 2.1 On 4 February 2015, the National Treasury issued public sector supply chain management review. The aim of the review, amongst others, is to improve processes, rules and infrastructure to make it easier for the public sector and its private sector suppliers to interact and do business efficiently.
- 2.2 The advertisement of bids and publication of awards is one of the areas that the National Treasury in its review, acknowledged to be a key point of meeting constitutional requirements of a fair, equitable, transparent, competitive and cost-effective system of supply chain management.
- 2.3 The eTender Publication Portal is a web application for organs of state<sup>1</sup> to advertise bids and publish awards and ensure that all potential service providers have access and opportunity to provide organs of state with various goods and services.
-

**National Treasury Instruction No. 1 of 2015/2016**  
**Advertisement of bids and publication of awards on eTender publication portal**

---

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

- 3.1. In order to give effect to the mandatory requirements of this instruction, AOs and AAs are required to advertise all bids<sup>2</sup> on the eTender Publication Portal.
- 3.2. The advertisement referred to in paragraph 3.1 above must be done through the relevant treasury as provided for in paragraph 5.
- 3.3. The advertisement of bids on the eTender Publication Portal will be every Friday.
- 3.4. The submission of advertisements must be forwarded to the relevant treasury by no later than 15:00 the Friday before the advertisement date referred to in paragraph 3.3 above.
- 3.5. The following information must be forwarded to the relevant treasury's eTender Publication Administrator for advertisement:
  - a) Bid description;
  - b) Bid number;
  - c) Name of the institution;
  - d) The place where the bid is required.
  - e) The closing date and time of the bid;
  - f) The institution's contact details (postal and physical address, telephone number, etc.)
  - g) Where bids can be collected;
  - h) Where bids should be delivered; and
  - i) The bid document (SBDs, terms of reference, GCC and other)
- 3.6. Bid advertisement form is attached to provide the information referred to in paragraph 3.5 above.

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

- 4.1 In order to give effect to the mandatory requirements of this instruction, AOs and AAs are required to publish the award of all advertised competitive bids on the eTender Publication Portal.
- 4.2 The publication referred to in paragraph 4.1 above must be done through the relevant treasury as provided for in paragraph 5.
- 4.3 The following information on successful bids<sup>3</sup> must be forwarded to the relevant treasury's eTender Publication Administrator within seven (7) working days of the award of the bid:

---

<sup>2</sup> *Bids* means competitively advertised requirements over the threshold value of R500 000.00

<sup>3</sup> *Successful bids* include bids concluded through limited bidding process (deviation, unsolicited bids

**National Treasury Instruction No. 1 of 2015/2016**  
**Advertisement of bids and publication of awards on eTender publication portal**

---

- 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;
- 4.4 Over and above the information submitted on paragraph 4.3 above, AOs and AAs authorities are required to also submit the following information on unsuccessful bidders:
- a) Names of the unsuccessful bidder(s); and
  - b) Preference points claimed and
  - c) Contract price(s) (if possible)
- 4.5 Publication of award form is attached to provide the information referred to in paragraph 4.3 and 4.4 above
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>



**National Treasury Instruction No. 1 of 2015/2016**  
**Advertisement of bids and publication of awards on eTender publication portal**

---

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

- 6.1 Institutions to which Treasury regulations (Supply Chain Management Chapter) are applicable to, should continue to advertise bids and publish awards as prescribed.
- 6.2 Care should be taken to ensure that the closing date of bids is the same in both the *Government Tender Bulletin* and the **eTender Publication Portal**.

**7. APPLICABILITY**

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

**8. EFFECTIVE DATE**

The Instruction will be effective 1 May 2015. The eTender Portal will be available from 1 April 2015 for departments that are ready to adopt this procedure.

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

- 9.1 Heads of provincial treasuries are requested to bring the contents of this instruction to the attention of accounting officers and supply chain management officials of their respective provincial departments;
- 9.2 Accounting officers of national and provincial departments are requested to bring the contents of this instruction to the attention of accounting authorities and the supply chain management officials of Schedule 3A and 3C public entities reporting to their respective executive authorities; and
- 9.3 Accounting authorities of Schedule 2, 3B and 3D public entities are requested to bring the contents of this instruction to the attention of the supply chain management officials of their public entities.

**10. NOTIFICATION TO THE AUDITOR-GENERAL**

The Auditor-General will be notified of the contents of this instruction.

**11. REPEAL OF NATIONAL TREASURY INSTRUCTION**

This instruction repeals Paragraph 3.7 of National Treasury instruction note on enhancing compliance monitoring and improving transparency and accountability in supply chain management dated 31 May 2011.

**12. AUTHORITY FOR THIS INSTRUCTION**

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

**National Treasury Instruction No. 1 of 2015/2016**  
**Advertisement of bids and publication of awards on eTender publication portal**

---

**13. CONTACT INFORMATION**

Enquiries related to this 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

