national treasury Department: National Treasury REPUBLIC OF SOUTH AFRICA	**PFMA SCM INSTRUCTION NO. 10 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

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.

3. BACKRGROUND

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 10 days after 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, first publication to take place on 12 November 2025 ('the first publication'), on the OCPO portal on www.etenders.gov.za in the form of consolidated procurement information dashboards and in a form available for the public to download. The second publication must take place on 12 February 2026.

5.2 The first and second publications 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 quarterly publications following the first and second publications, the National Treasury must 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. The published information must, amongst others, include supplier details, ownership demographics, procurement process information, bid awards and contract variations, and payments made to suppliers.

6. CONTRACT REPORTING

6.1 An institution must report on www.etenders.gov.za on procurement contracts above R1 million (including VAT) within 10 days from the date of signature of the contract.

6.2 An institution must 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 10 days from the date of signature of the amendment of the contract.

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, within 10 days after the end of each month submit information of employees of the institution for that month on the Central Supplier Database 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 PLANS

8.1 An institution must submit—

(a) an approved annual procurement plan, in a format determined by the National Treasury, on the eTenders Portal on www.etenders.gov.za by 31 March of each year; and

(b) any approved amendment to the procurement plan on the eTenders Portal on www.etenders.gov.za 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.

10. EFFECTIVE DATE

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

11. DISSEMINATION OF INFORMATION

11.1 Accounting officers of departments and constitutional institutions must bring the contents of this Instruction to the attention of-

(a) Chief financial officers, heads of supply chain management and supply chain management officials of their respective institutions; and

(b) All accounting authorities of public entities reporting to the executive authority of their respective departments.

11.2 Head Officials of Provincial Treasuries are requested to bring the contents of this Instruction to the attention of accounting officers of their provincial departments and accounting authorities of the provincial public entities with the request that the information contained herein be disseminated to all chief financial officers, heads of supply chain management and supply chain management officials of their respective institutions.

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.

Signed by:Duncan Ettienne Pieterse
Signed at:2025-11-10 16:18:27 +02:00
Reason:Witnessing Duncan Ettienne Piete

DR DUNCAN PIETERSE
DIRECTOR-GENERAL
DATE: 10/11/25

cc Auditor-General