



agriculture, rural development,
land & environmental affairs
MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

Samora Machel Building, No. 7 Government Boulevard, Riverside Park, Extension 2, Mbombela, 1200,
Mpumalanga Province, Private Bag X 11219, 1200
Tel: +27 (013) 766 6067/8, Fax: +27 (013) 766 8295, Int. Tel: +27 (13) 766 6067/8, Int. Fax: +27 (13) 766 8295

Litiko Letekulima, Kutfutukiswa
Kwetindzawo Tasemakhaya, Temhlaba
Netesimondzawo

Departement van Landbou,
Landelike Ontwikkeling,
Grond en Ongewing Sake

umNyango weZelimo
UkuThuthukiswa kweNdawo zemaKhaya,
iNarha neeNdaba zeBhoduluko

MEMORANDUM

Ref: 5/6/3/1/07 – 26/27
Enq: M Masuku
Ext.: 6136

**TO : MR C.M CHUNDA
HEAD: AGRICULTURE, RURAL DEVELOPMENT, LAND AND
ENVIRONMENTAL AFFAIRS**

**FROM : MS MZ XABA
CHAIRPERSON: BID ADJUDICATION COMMITTEE**

**SUBJECT : REQUEST FOR APPROVAL TO DEVIATE FROM NORMAL
PROCUREMENT PROCESSES TO PAY FOR 30 OFFICIALS TO
ATTEND SOUTH AFRICAN SOCIETY FOR AGRICULTURAL
EXTENSION (SASAE) NATIONAL CONFERENCE THROUGH LIMITED
BIDDING (SOLE SOURCE)**

1. PURPOSE

To request the Accounting Officer to consider and approve a deviation from normal procurement processes in terms of limited bidding (sole source) for the payment of conference registration fees for thirty (30) Extension and Advisory Services officials who have been approved to attend the South African Society for Agricultural Extension (SASAE) National Conference, scheduled to take place from 29 June 2026 to 03 July 2026 at Walter Sisulu University, East London, KuGompo City.

2. BACKGROUND

The Department received a request from Extension and Advisory Services to facilitate the payment of conference registration fees for thirty (30) Extension and Advisory Services officials who have been approved by the Accounting Officer to attend the South African Society for Agricultural Extension (SASAE) National Conference 2026.

SASAE is the sole organiser and service provider of the conference. This request aligns with the objectives outlined in the National Policy on Extension and Advisory Services, which seeks



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to improve the quality of services rendered to farmers and to promote accountability among Extension Practitioners. In support of this policy, the Extension Recovery Plan (ERP) was introduced, focusing on strengthening the capacity and impact of Extension and Advisory Services.

One of the key pillars of the ERP is to enhance the image and professionalism of Agricultural Advisors. Participation in professional platforms such as the SASAE Conference enables Extension Officials to stay informed of the latest trends, innovations, and best practices in the sector. Furthermore, it supports the accumulation of Continuous Professional Development (CPD) points, which are essential for maintaining professional registration with SACNASP and ensuring compliance with regulatory standards.

The conference is organised by SASAE National under the theme: **"Towards an Inclusive, Digital and Resilient Extension Paradigm for Sustainable Food and Agricultural Livelihoods."**

This conference provides a vital platform for Extension Practitioners to engage in professional development, knowledge exchange, and networking. In accordance with regulatory requirements, Extension Practitioners are expected to register with SACNASP (South African Council for Natural Scientific Professions) as a professional body to legally practise in the field. Furthermore, they are required to accumulate Continuous Professional Development (CPD) points over time to maintain their professional status. Conferences such as this one serve as an important opportunity for practitioners to earn CPD points while staying abreast of the latest innovations, research, and best practices in agricultural extension. *(See attached list of officials to attend the conference)*

3. FINANCIAL IMPLICATION

The total cost for conference registration fees amounts to R165,500.00 (One Hundred and Sixty-Five Thousand Five Hundred Rand Only). Budget is available under ERP budget for the 2026/27 financial period.



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4. DISCUSSION

The Bid Adjudication Committee considered the request and noted that:

- SASAE is the sole organiser and service provider of the conference and therefore qualifies as a sole-source procurement.
- Registration fees are required to be paid in advance to secure participation and exhibition space.
- No competitive bidding process can be undertaken as the National Conference is organized by SASAE.

The Committee therefore resolved to recommend approval of a deviation from normal procurement processes in favour of limited bidding (sole source) to enable the Department to make payment before the registration closing date. All relevant Supply Chain Management prescripts and internal control measures must be complied with during the processing of the payment.

The approved procurement through other means (limited bidding/sole supplier) will be reported on the National Treasury eTender Portal in accordance with PFMA SCM Instruction No. 11 of 2025/26."

5. RECOMMENDATION

The Bid Adjudication Committee recommends that;

- 5.1. The Accounting Officer approve to deviate from normal procurement processes to pay the conference registration fees prior to the event for thirty (30) Extension and Advisory Services officials who have been approved to attend the South African Society for Agricultural Extension (SASAE) National Conference, scheduled to take place from 29 June 2026 to 03 July 2026 at Walter Sisulu University, East London, KuGompo City.
- 5.2. Payment to be made in advance to secure conference participation.
- 5.3. Note that SASAE is the sole organiser and service provider of the conference and that no alternative service providers are available for the procurement of these services.
- 5.4. Ensure compliance with all applicable Supply Chain Management prescripts and internal controls when processing the payment.



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6. RECOMMENDATION

The Bid Adjudication Committee recommends that;

- 6.1. The Accounting Officer approve to deviate from normal procurement processes to pay the conference registration fees prior to the event for thirty (30) Extension and Advisory Services officials who have been approved to attend the South African Society for Agricultural Extension (SASAE) National Conference, scheduled to take place from 29 June 2026 to 03 July 2026 at Walter Sisulu University, East London, KuGompo City.
- 6.2. Payment to be made in advance to secure conference participation.
- 6.3. Note that SASAE is the sole organiser and service provider of the conference and that no alternative service providers are available for the procurement of these services.
- 6.4. Ensure compliance with all applicable Supply Chain Management prescripts and internal controls when processing the payment.



MS M.Z XABA
CHAIRPERSON: BID ADJUDICATION COMMITTEE

23/06/2026
DATE



MS T TANDA
MEMBER: BID ADJUDICATION COMMITTEE

23/06/2026
DATE



MR H.A SIBISI
MEMBER: BID ADJUDICATION COMMITTEE

23/06/2026
DATE



MR A MTHEMBU
MEMBER: BID ADJUDICATION COMMITTEE

23/06/2026
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7. RECOMMENDATION

The Bid Adjudication Committee recommends that;

- 7.1. The Accounting Officer approve to deviate from normal procurement processes to pay the conference registration fees prior to the event for thirty (30) Extension and Advisory Services officials who have been approved to attend the South African Society for Agricultural Extension (SASAE) National Conference, scheduled to take place from 29 June 2026 to 03 July 2026 at Walter Sisulu University, East London, KuGompo City.
- 7.2. Payment to be made in advance to secure conference participation.
- 7.3. Note that SASAE is the sole organiser and service provider of the conference and that no alternative service providers are available for the procurement of these services.
- 7.4. Ensure compliance with all applicable Supply Chain Management prescripts and internal controls when processing the payment.

APPROVED / ~~NOT APPROVED~~



MR C.M CHUNDA

**HEAD: AGRICULTURE, RURAL DEVELOPMENT, LAND
AND ENVIRONMENTAL AFFAIRS**

DATE: 24/6/26





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LIST OF OFFICIALS TO ATTEND SASAE NATIONAL CONFERENCE AT WALTER UNIVERSITY, EAST LONDON: 29 JUNE- 03 JULY 2026

NO	NAME OF OFFICIAL	DESIGNATION	LOCALITY	ROLE DURING CONFERENCE	MEMBERSHIP STATUS
1	Dr. M.C Dagada	Chief Director: Farmer Support & District Services	Head office	Strategist, Presenting Scientific Paper and Programme Director for GALA dinner	Member
2	Dr. M.S Kgaphola	Acting Chief Director: Professional Services	Head Office	Strategist	Member
3	Mr. N.S Nengudza	Head of Extension & Advisory Services	Head Office	Chairing a session	Member
4	Ms. L.V. Mashamaite	Agric Manager	Gert Sibande	Board member & Chairperson for the award committee	Member
5	Mr Ntladi J	Agric Advisor	Gert Sibande	Presenting a Poster	Member
6	Ms Mokoale MR	Agric Advisor	Gert Sibande	Presenting Scientific Paper	Member
7	Mr Shongwe MS	Agric Advisor	Gert Sibande	Board member	Member
8	Mr Sindane AS	Agric Advisor	Gert Sibande	Presenting a poster and case study	Member
9	Mr Sithole V	Agric Advisor	Ehlanzeni	Presenting Scientific Paper	Member
10	Ms Hlabane PX	Agric Advisor	Bohlabela	Presenting Scientific Paper	Member
11	Ms Magagula PF	Agric Advisor	Ehlanzeni	Presenting Scientific Paper	Member
12	Ms Mulaudzi AI	District Coordinator	Bohlabela	Presenting a Poster	Member
13	Mr Mbatha CS	District Coordinator	Ehlanzeni	Delegate	Member

SUBJECT

:

**REQUEST FOR HOD'S APPROVAL FOR THE
ATTENDANCE OF SASAE CONFERENCE ON EXTENSION
SERVICES IN LINE WITH PROFESSIONALISM AND
CURRENT POLICIES.**

14	Mr Mafuyeka S	Agric Advisor	Bohlabela	Delegate	Member
15	Ms Mbokane PN	PKM Coordinator	Ehlanzeni	Presenting Scientific Paper	Member
16	Ms Nkonyane NST	Agric Advisor	Nkangala	Delegate	Member
17	Mr Nkabinde MSV	Agric Advisor	Nkangala	Presenting Scientific Paper	Member
18	Ms Munyai MO	Agric Advisor	Nkangala	Presenting Scientific Paper	Member
19	Ms Ndlovu DC	Agric Manager	Ehlanzeni	Delegate	Member
20	Ms Koelman C	PSS Coordinator	Nkangala	Adjudicator for a paper	Member
21	Mr Shabangu L	Agric Advisor	Nkangala	Presenting Poster	Member
22	Ms Shongwe B	District Director	Gert Sibande	Delegate	Member
23	Ms Magolela TP	Agric Manager	Gert Sibande	Delegate & Logistics	Member
24	Ms Ramashapa ME	PKM Coordinator	Gert Sibande	Delegate	Member
25	Mr Nxumalo K	Scientist	Gert Sibande	Presenting Scientific Paper	Non-Member
26	Ms Majola NK	Agric Advisor	Ehlanzeni	Presenting Scientific Paper	Member
27	Ms Matlala MO	EAS Coordinator	Gert Sibande	Delegate	Member
28	Ms Ramodibe MP	Office of Chief Director	Head Office	Delegate	Member
29	Mr Mankga MW	Agric Manager	Gert Sibande	Delegate	Member
30	Ms Mpangane PNZ	MESP Director	Head Office	Delegate	Member


Nengudza NS
EAS Manager