

DATE: 19 April 2023
Campaign Name: DOJ Recruitment Week 16
MEMO NUMBER: 15_2_18_175

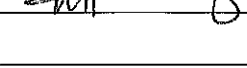
DECLARATION OF IMPARTIALITY, CONFIDENTIALITY, AND FINANCIAL INTEREST

I, the undersigned:

- have no financial interest in any of the below-recommended suppliers
- will not purposefully favour or prejudice anybody during the selection of the recommended suppliers
- am not aware of any relationship (family, friend, other) between the bidder and myself
- Except that I recognize the names of the recommended suppliers as we conduct business regularly with them when implementing campaigns

The following companies are recommended for this campaign :

1	Arena Holdings

NAME	CHIEF DIRECTORATE	SIGNATURE
Shirley Morudu	CSA	
Refilwe Letsoalo	CSA	
Sinombulelo Mlisa	CSA	
Neli Shuping	CSA	



**government
communications**

Department:
Government Communication and Information System
REPUBLIC OF SOUTH AFRICA

Funds Available
[Signature]
20/04/23

Private Bag X745, Pretoria 0001. Tshedimosetso House, cnr Frances Baard and Festival streets, HATFIELD, Pretoria 0028
Tel: (+27 12) 473-0000/1 Fax: (+27 12) 473 0593 Website: www.gcis.gov.za. Coordinates: 25.746096 28.232331

INTERNAL MEMO

007/2023/2024 (B)

Recommended
[Signature]

DATE:	18 April 2023	File NR:	15_2_18_175
TO:	ADG: Michael Currin	FROM:	D: Media Buying Sinombulelo Mlisa
CLIENT:	Department of Justice and Constitutional Development	CONTACT:	Sarah Maribeng SMaribeng@justice.gov.za 012 315 1736

PROJECT NAME: DOJ Recruitment Week 16
PROJECT JOB NUMBER: 15_2_18_175

[Signature]

1. PURPOSE

- 1.1 To seek approval to appoint Arena Holdings for the placement of the Department of Justice and Constitutional Recruitment campaign according to Supply Chain Management delegations (4.1) ✓

2. BACKGROUND

- 2.1 The Department of Justice and Constitutional Development (DOJ&CD) has vacant posts within their department and wants to invite interested and eligible candidates to apply. It is against this background that the DOJ&CD has requested the Government Communication and Information System (GCIS) Media Buying to assist with the media placement for this advertisement in national weekly publications.

3. CAMPAIGN OBJECTIVES

- 3.1 To invite eligible candidates to apply.

4. TARGET MARKET

- 4.1 Eligible candidates ✓
- 4.2 Government Segmentation Model (GSM): Rooted Realists, City Seekers, Safely Suburban, Metro Mobiles, and Cosmopolitan Capital.

To seek approval to appoint Arena Holdings for the placement of the Department of Justice and Constitutional Development –Recruitment Week 16 campaign.

5. CAMPAIGN PERIOD

5.1 23 April 2023 ✓

6. RECOMMENDATION

6.1 Based on the campaign requirements and research analysis conducted, Media Buying recommends the use of Print newspapers with a readership of 21,511,000. ✓
Source: Establishment Survey 2019AB.

Not recommended.

6.2 Out of Home (OOH) reaches 40,715,000 audiences, Television viewership is 39,739 000, Radio listenership is 37,747,000, and Digital audience is 28,421,000. ✓
 6.3 Although these media types have a higher reach than print, however, they will not be utilized, as they do not offer placement for large content, and are not ideal for placement of this recruitment. *Source: Establishment survey 2019AB.*

6.4 **Delegation 4.1 Print Threshold R 3 000 000.00. The campaign total is R 90 065.70 including VAT.**

6.4.1 To reach the target audience and deliver on the campaign objectives, Arena Holdings (Sunday Times) is the recommended publication for this placement. Sunday Times offers a total readership of 2 742 000 amongst weekly newspapers, which will be eligible to reach the targeted applicants nationally. *Source: PAMS 2019 survey.*

6.4.2 The positions advertised are of senior and middle-level management. ✓

Media	Audience	Media Owner % share	Advertiser	Printed/online	Cost to Client
Arena Holding	2 742 000	100%	190mm (h)x 190mm (w)	R 0.00	R 90 065,70
TOTAL				R 0.00	R 90 065,70

It should be noted that currently, media owners do not offer discounts for recruitment/tender/notice placements. The rates are less than those of the main body rates.

To seek approval to appoint Arena Holdings for the placement of the Department Justice and Constitutional Development – Recruitment week 16 campaign.

NOT RECOMMENDED WEEKLIES

6.4.3 Soccer Laduma with a readership of 3 844 000 will not be recommended as the publication does not offer a recruitment section.

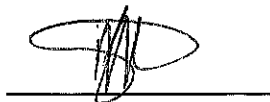
6.4.4 All other weekly publications are not recommended as they have a lower readership as compared to Sunday Times.

7 FINANCIAL IMPLICATIONS

7.1 The DOJ has transferred a total amount of R 3 000 000.00 into the GCIS Suspense account for Recruitment advertising with a surplus amount of R 244 028.59. See *attached recon*.

7.2 The total cost for this placement is R 90 065.70 which is broken down as per the table below;

Media Group	Estimated Cost (ZAR)
Arena Holdings	R 90 065.70
Total Print	R 90 065.70



Shirley Morudu

Junior Media Planner

Date: 19/04/2023

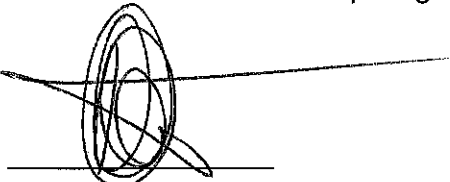


Refilwe Letsoalo

DD: MB

Date: 20/04/2023

The recommendation in paragraph 6.4.1 supported/not supported



Sinombulelo Mlisa

Director: MB

Date: 20/04/2023

The recommendation in paragraph 6.4.1 recommended/~~not recommended~~

To seek approval to appoint Arena Holdings for the placement of the Department Justice and Constitutional Development – Recruitment week 16 campaign.

Shirley Morudu

From: Sinombulelo Mlisa
Sent: Thursday, 20 April 2023 11:29
To: Shirley Morudu
Subject: RE: DOJ_ Recruitment week 16

Hi Shirley

The memo is recommended for approval.

From: Shirley Morudu <shirley@gcis.gov.za>
Sent: Thursday, April 20, 2023 11:02 AM
To: Sinombulelo Mlisa <ace@gcis.gov.za>
Subject: DOJ_ Recruitment week 16

Morning Ace

Please find the DOJ Recruitment memo for your urgent approval.

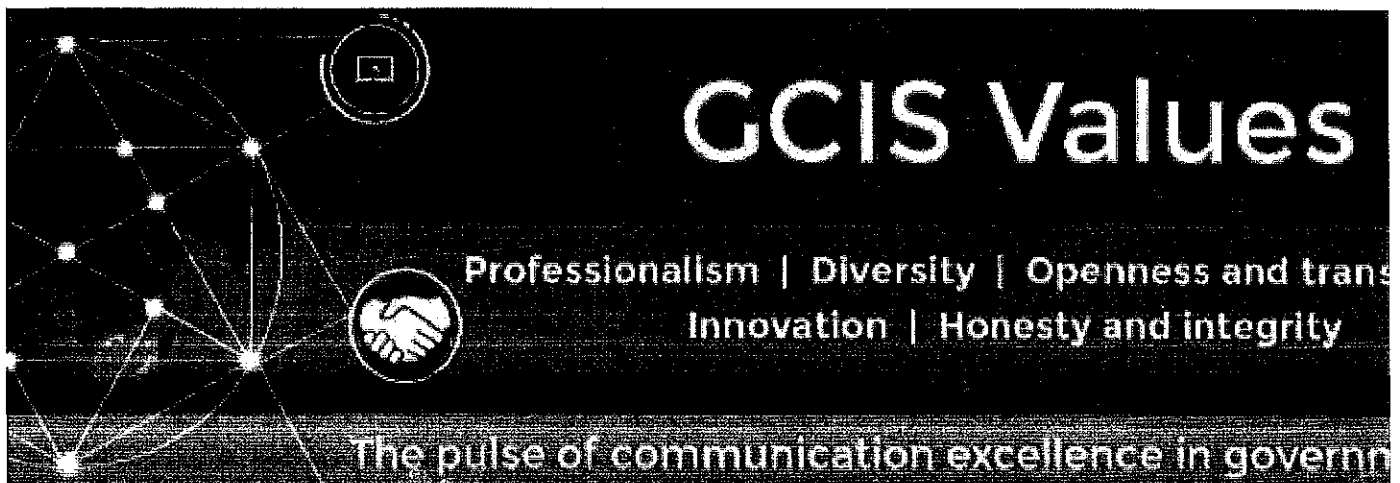
Regards

Shirley Morudu
Media Buying
Government Communication and Information System
Tshedimosetso House
1035 Frances Baard & Festival Street
Hatfield, Pretoria
Cell: 073 295 6454
Tel: +27 12 473 0282
Email: shirley@gcis.gov.za Website: www.gcis.gov.za

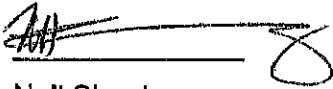


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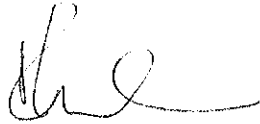


Neli Shuping

Chief Director: CSA

Date: 20/04/2023

The recommendation in paragraph 6.4.1 recommended/not recommended

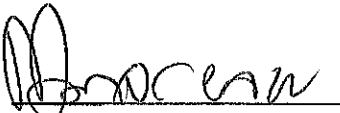


Regomoditswe Mavimbela

DDG: CP&D

Date: 20/04/2023

The recommendation in paragraph 6.4.1 recommended/~~not recommended~~

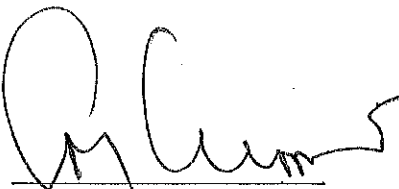


Gcobisa Soci

Chief Financial Officer

Date: 21/04/2023

The recommendation in paragraph 6.4.1 recommended/not recommended



Michael Currin

Acting Director General

Date: 21/04/2023

The recommendation in paragraph 6.4.1 approved/not approved

SIGN HERE



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REPUBLIC OF SOUTH AFRICA

Private Bag X745, Pretoria 0001. Tshedimosetso House, cnr Frances Baard and Festival streets, Hatfield, Pretoria
0028Tel: (+27 12) 473 0000/1 Fax: (+27 12) 473 0593 Website: www.gcis.gov.za Coordinates: 25.746096 28.232331

Ms Midah Moreroa
Director: Supply Chain Management
Government Communication and Information System
Private Bag X 745
PRETORIA
0001

Dear Ms Moreroa

APPOINTMENT AS ACTING CHIEF FINANCIAL OFFICER

In terms of section 32 of the Public Service Act (Act 103 of 1994), you are hereby appointed as Acting Chief Financial Officer for the period 19 to 21 April 2023.

In executing this role, you will be expected to manage and lead the branch and, among other things, authorise all the payments in relation to the branch.

I thank you for your willingness to accept this added responsibility and wish you all the best.

Yours sincerely

Ms Gcobisa Soci
Chief Financial Officer
Date: 18 April 2023

I Midah Moreroa hereby accept the above appointment and will carry out all the duties assigned to me to the best of my ability.

Ms Midah Moreroa
Director: Supply Chain Management
Date: 19/04/2023



THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT



DIRECTOR: PHYSICAL SECURITY AND SECURITY ADMINISTRATIVE SUPPORT SERVICES/REF NO: 23/55/HR CENTRE: NATIONAL OFFICE, PRETORIA

SALARY: R1 105 383 – R1 302 102 per annum

(All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An appropriate undergraduate (NQF level 7) as recognized by SAQA in Security Management and registered with PSIRA; 5 years' experience at a middle/senior management in security management environment; Nyukela Certificate (Certificate for entry into the senior management service from the National School of Government).

ENQUIRIES: Mr J. Maluleke (012) 315 1090

ACTING: SERVICE DELIVERY AND IMPROVEMENT REF NO: 23/54/DC/CENTRE: NATIONAL OFFICE, PRETORIA

SALARY: R1 105 383 – R1 302 102 per annum

(All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An appropriate undergraduate qualification (NQF level 7) in Public Administration/ Operations Management/ Business Management as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); 5 years' experience in service delivery improvement at a middle/senior managerial level.

ENQUIRIES: Mr R. Chauke (012) 315 1329

DIRECTOR: ICT ENTERPRISE ARCHITECTURE REF NO: 23/53/ISM/CENTRE: NATIONAL OFFICE, PRETORIA

SALARY: R1 105 383 – R1 302 102 per annum.

(All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An undergraduate qualification (NQF level 7) in Information Communication Technology or equivalent as recognized by SAQA; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government); 5 years' experience at middle/ senior management level in ICT management of which 3 years must be in ICT Enterprise architecture.

ENQUIRIES: Mr J. Maluleke (012) 357 1090

DIRECTOR: ICT SYSTEMS MANAGEMENT AND BUSINESS INTELLIGENCE/THIS IS AN ADVERTISEMENT APPLICANTS WHO PREVIOUSLY APPLIED ARE ENCOURAGED TO RE-APPLY REF NO: 23/53/ISM/CENTRE: NATIONAL OFFICE, PRETORIA

SALARY: R1 105 383 – R1 302 102 per annum

(All inclusive remuneration package). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An undergraduate qualification (NQF level 7) in Information Communication Technology (ICT) or equivalent as recognized by SAQA; 5 years' of experience at a middle/ senior managerial level of which 3 years must be in application development, support, maintenance, Object Orientated Programming, Web services, Relational database design, data analysis and modelling, data warehousing and design, proficiency in various software development design techniques and application release management; Nyukela Certificate (certificate for entry into the senior management service from the National School of Government).

ENQUIRIES: Mr J. Maluleke (012) 315 1090

SENIOR LEGAL ADMINISTRATION OFFICER (M16) FAMILY ADVOCATE/REF NO: 23/5/CS CENTRE: NATIONAL OFFICE, PRETORIA

SALARY: R495 354 – R1 192 677 per annum.

(Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An LLB Degree or 4 years recognized legal qualification; At least 8 years appropriate post qualification legal experience.

ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 23/52/EC/CENTRE: PROVINCIAL OFFICE, EAST LONDON

SALARY: R393 711 – R463 764 per annum.

The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An undergraduate qualification (NQF level 6) as recognized by SAQA in Social Work / Psychology (NQF level 6); Registered with the South African Council for Social Service Professions or Health Professional Council of South Africa; At least 3 years experience in Employee Health and Wellness environment at a supervisory level.

ENQUIRIES: Mr A. Jilana (043) 702 7000 / 7010

ASSISTANT DIRECTOR: SECURITY AND RISK MANAGEMENT REF NO: 23/53/CA/CENTRE: PROVINCIAL OFFICE, DURBAN

SALARY: R393 711 – R463 764 per annum.

The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: A Degree or National Diploma in Security Management/Risk Management or equivalent qualification; PSIRA Grade B, 3 years supervisory experience in Security Management.

ENQUIRIES: Ms M.P. Khoza Tel No: (031) 372 3000

ASSISTANT STATE ATTORNEY (L13/14) REF NO: 2023/53/CP/CENTRE: STATE ATTORNEY, PRETORIA

SALARY: R315 153 – R885 546 per annum

(Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An LLB or 4 year recognized legal qualification; Admission as an Attorney; At least 2 years appropriate post qualification legal/litigation experience; Right of appearance in the High Court of South Africa.

ENQUIRIES: Ms R.R. Moabelo (011) 332 9000

REGISTRAR (M13) THIS IS AN ADVERTISEMENT APPLICANTS WHO PREVIOUSLY APPLIED ARE ENCOURAGED TO RE-APPLY REF NO: 23/61/KZN/CENTRE: MAGISTRATE'S OFFICE PIETERMARITZBURG

SALARY: R268 755 – R307 302 per annum

(Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: An LLB degree or recognized 4 year legal qualification; At least 2 years' appropriate post qualification legal experience.

ENQUIRIES: Ms M.P. Khoza (031) 372 3000

ASSISTANT MASTER OF THE HIGH COURT (3 POSITS) REF NO: 23/2023/MWC/CENTRE: MASTER'S OFFICE, HIGH COURT, WESTERN CAPE

SALARY: R207 429 – R953 979 per annum.

(Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS: LLB Degree or four years recognized legal qualification.

ENQUIRIES: Ms Z. Mfeka (021) 832 3196

CLOSING DATE: 15 MAY 2023

NOTE: Interested applicants may visit the following website: www.publicservice.gov.za or www.dps.gov.za to view the full job specification of the above positions. Interested applicants must submit their applications for employment to the postal or hand deliver to the Department as specified in each post. The application must include completed and signed new form 789, obtainable from any Public Service Department or on the internet at www.dps.gov.za.

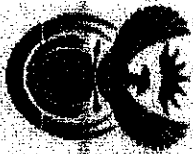
Momentum Centre, 329 Pretorius Street, Pretoria / [DOJCD_ZA](https://twitter.com/DOJCD_ZA) [DOJCD](https://facebook.com/DOJCD)



the doj & cd

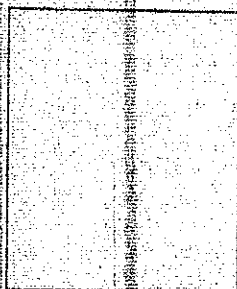
Department:
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Client Name:
Campaign:
Date:
Media Planner:
Job Number:
Contact:

Department of Justice and Constitutional Development
Recruitment DoJ Week 16
2023/04/18
Shirley Morudu
15_2_18_175
Sara Maribeng

Media Group	Total Cost Excl VAT	Added Value	Added Value Amount	Placement Rate
Arena Holdings	R 78 318,00	0,00 %	-	R 78 318,00
Total Price	R 78 318,00	0,00 %	-	R 78 318,00

Total Inc VAT	R 90 065,70
Total Saving	-

Approval:

Name:

Designation:

Date:

Tel:


SYLVIA MEKWA
DIRECTOR
19/04/2023
012 315 1029

Please note: If this schedule is not approved, signed and submitted within 7 working days of receiving it the quote will no longer be valid. GCIS will not confirm any bookings without receipt of funds from the client department. Delays in signing the schedule and transfer of funds will lead to a delay in the start of the campaign.

Once Funds are received it will take GCIS at least 5 working days to be able to confirm bookings depending on the magnitude and complexity of the campaign. For campaigns that include Out of Home or campaigns that have to be submitted to the Bid Adjudication Committee because the threshold is exceeded the timelines will be longer.

Also note that spots reflected on this quote are subject to availability at the time of booking.



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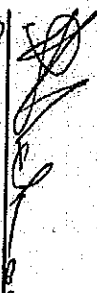
Client Name:

Campaign:

Media Type:

Department of Justice and Constitutional
Development
Justice Recruitment 2022/2023
Print

Press	Region	Readership (000)	RateCa rd	Add Size	Ins	Total Cost Excl VAT	Discount %	Discount Amount	Placement Amount	From	Schedule Performance
Sunday Times	National	1762	R 687,00	19 X	6	1 R 78 318,00	0%	-	R 78 318,00	2023/04/23 - 2023/04/30	
		1762	R 687,00			R 1 210 636,00			R 1 210 636,00		
Total Inc VAT										R 90 065,70	
Total Saving										-	

Approval: 
Name: SHINIA MEKHA
Designation: DIRECTOR
Date: 19/04/2023
Tel: 012 315 1029

GOVERNMENT SEGMENTATION MODEL | GSM 2ND EDITION



Rooted Realists

27.8 Million People
(48% of SA adult population)

They are **mostly unemployed**, with low education levels. Some try to remain positive and acknowledge that they have come a long way. However, their optimism is challenged by **difficult financial circumstances** and most rely on government grants. They long for financial independence, permanent employment and improved living conditions.

Live:	Non-metro traditional settlements (63%), non-metro urban informal settlements, Eastern Cape 24%, Limpopo 20%, KZN 18%, Mpumalanga 11%.
Age:	30% are 18-34 yrs, 15% are 35-49 yrs and 14% are older than 50.
Gender:	Females 52%, males 48%.
Race:	94% Black, 5% coloured.
Home Language:	93% speak an African language – Isizulu 28%, isiXhosa 17%, Sepedi 15%.
Education: (e.g. % completed matric)	One in ten have not completed high school, 1 in 10 have some high school education, 29% completed matric.
Employment:	High unemployment – about one in ten have full-time employment.
Annual household income:	Low income – 45% (R0 – R39 504), 31% (R39 505 – R65 320), and 25% (R65 321 – R138 821).



City Seekers

14.4 Million People
(25% of SA adult population)

People in this segment are city dwellers who are familiar with the demands of a competitive urban life. They are generally **hopeful, ambitious, career-oriented** and constantly looking for opportunities to improve their lives and that of their families. Despite the day-to-day challenges they continue looking for **job opportunities** because they see this as the answer to a better future.

Live:	Metro (9%), and mainly in informal (52%) and formal (48%) settlements. Gauteng (47%), KZN (17%), Western Cape (15%) and Eastern Cape (15%).
Age:	34% are 18 – 34 yrs, one fifth are 35 – 49 yrs old and 19% are 50+ years.
Gender:	Females 49%, males 51%.
Race:	Approximately Black 90%, coloured 9%.
Home Language:	Majority speak African languages (87%) – Isizulu 34%, isiXhosa 19%, Sesuto 11%.
Education: (e.g. % completed matric)	40% high school completed and 37% did not complete high school.
Employment:	High unemployment – 42% are unemployed.
Annual household income:	Low income – 20% (R0 – R39 504), 38% (R39 505 – R65 320), and 42% (R65 321 – R138 821).



Safely Suburban

5.9 Million People
(10% of SA adult population)

Safely Suburbans are of the view that **their quality of life has declined**. They identify their lack of appropriate education as an obstacle to accessing employment or getting better jobs. For this segment, the **high cost of living, labour cost and investment are critical areas of concern**. They are safety conscious and highly protective of their physical, social and economic environment.

Live:	The majority (82%) live in non-metro urban and mainly in formal dwellings. Western Cape 18%, KZN 15%, Mpumalanga 12%, North West 11%.
Age:	18 – 34 year olds make up 30%, one fifth are 35 – 49 yrs and a fifth are 50 yrs+.
Gender:	Equal male and female split.
Race:	Black 52%, white 29%, coloured 15%.
Home Language:	Largest proportion speak Afrikaans (60%) followed by English 20%.
Education: (e.g. % completed matric)	High education levels 36% completed high school, 23% completed higher education.
Employment:	70% full-time employment, 12% self-employed, 23% unemployed.
Annual household income:	Majority (65%) in middle income bracket – R138 822 – R472 501.



Metro Mobiles

6.1 Million People
(11% of SA adult population)

Metro Mobiles are interested in keeping a particular lifestyle. They are the lookout for ways to improve their lives, be it financial aid to start a business or upskilling themselves. These people see themselves as inspirational, role models and influencers. They are concerned about drugs, unemployment, **corruption, crime, the economy and basic service delivery**.

Live:	They live in metro areas and mainly in formal dwellings. Gauteng (44%), Western Cape (22%) and KZN (19%).
Age:	18 – 34 year olds 31%, 22% are between 35 – 49 yrs old and 21% are 50 yrs+.
Gender:	Females 51%, males 49%.
Race:	Black 54%, 21% Coloured, White 13%.
Home Language:	English 34%, Afrikaans 22%, Isizulu 20%.
Education: (e.g. % completed matric)	43% completed high school, 22% did not complete high school and 14% completed higher education.
Employment:	27% employed full time, 13% self-employed and 26% unemployed.
Annual household income:	Middle income - 35% (R138 821 – R237 593), 65% (R237 594 – R472 501).

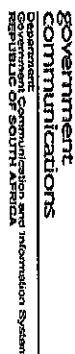


Cosmopolitan Capital

3.6 Million People
(6% of SA adult population)

These people are mostly **affluent, professional and independent**. They have the highest amount of disposable income, highest proportions of tertiary education, employment. They are **influential, business-focused** and concerned about anything that would negatively impact the economy and consequently their independence and their net worth.

Live:	100% Metro. Gauteng 62%, Western Cape 22%, KZN 9%.
Age:	26% are 18 – 34 yrs old, 25% 35 – 49 yrs old and 26% are 50 yrs+.
Gender:	Female (52%), male (48%).
Race:	White 51%, Black 34%, and Indian 9%.
Home Language:	Mainly English (47%), Afrikaans (17%) and Isizulu (11%).
Education: (e.g. % completed matric)	High education levels 33% have matric and 38% have higher education.
Employment:	43% employed full time, 18% self-employed and 10% unemployed.
Annual household income:	Upper income – 41% (R472 502 – R616 852), 32% (R616 853 – R798 172), 19% (R798 173 – R1 053 843) and 8% above.



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**Department
Government Communication and Information Systems
REPUBLIC OF SOUTH AFRICA**

Memo Approved	MONTH	JOB NUMBER	MEMO NUMBER	MEDIA PLANNER	DEPARTMENT	CANADIAN NAME	SUPPLIER	BUSINESS SIZE	MEDIA TYPE	COMMUNITY RADIO	DATE OF ADVANCE	ADVANCE AMOUNT	PAID	Open Order	
Date															
27 May 2022	May-22	15.2, 18.175	081202202029	Lemo	Media 24	Department of Justice in OCL (Residential Week 20)	Media 24	Arms Holdings	Large	Commercial Print	order closed	R 3,000,000.00	R 100g21213	R 69,025.00	R -
17 June 2022	Jun-22	15.2, 18.175	071202202023	Positive	Media 25	Department of Justice in OCL (Residential Week 24)	Media 25	Arms Holdings	Large	Commercial Print		R 100g21307	R -	R 69,025.00	R -
09 June 2022	Jun-22	15.2, 18.175	071202202023	Positive	Media 25	Department of Justice in OCL (Residential Week 22)	Media 25	Arms Holdings	Large	Commercial Print		R 142,200.00	R -	R 142,200.00	R -
24 June 2022	Jun-22	15.2, 18.175	082022020203	Positive	Media 25	Department of Justice in OCL (Residential Week 22)	Media 25	Arms Holdings	Large	Commercial Print		R 100g21344	R -	R 100g21344	R -
08 July 2022	Jul-22	15.2, 18.175	100202202023	Lemo	Media 24	Department of Justice in OCL (Residential Week 27)	Media 24	Arms Holdings	Large	Commercial Print		R 25,886.00	R -	R 25,886.00	R -
08 July 2022	Jul-22	15.2, 18.175	100202202023	Lemo	Media 24	Department of Justice in OCL (Residential Week 27)	Media 24	Arms Holdings	Small	Commercial Print		R 127,983.00	R -	R 127,983.00	R -
15 July 2022	Jul-22	15.2, 18.175	110202202023	Positive	Media 24	Department of Justice in OCL (Residential Week 27)	Media 24	Arms Holdings	Large	Commercial Print		R 40,442.00	R -	R 40,442.00	R -
22 July 2022	Jul-22	15.2, 18.175	110202202023	Positive	Media 24	Department of Justice in OCL (Residential Week 28)	Media 24	Arms Holdings	Large	Commercial Print		R 50,026.00	R -	R 50,026.00	R -
09 August 2022	Aug-22	15.2, 18.175	120202202023	Lemo	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 100g21311	R -	R 100g21311	R -
04 August 2022	Aug-22	15.2, 18.175	120202202023	Lemo	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 68,984.00	R -	R 68,984.00	R -
19 August 2022	Aug-22	15.2, 18.175	120202202023	Lemo	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 100g21352	R -	R 100g21352	R -
29 August 2022	Aug-22	15.2, 18.175	120202202023	Lemo	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 100g21379	R -	R 100g21379	R -
29 August 2022	Aug-22	15.2, 18.175	120202202023	Lemo	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 100g21376	R -	R 100g21376	R -
30 September 2022	Sep-22	15.2, 18.175	141202202023	Lemo	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 80,005.00	R -	R 80,005.00	R -
07 October 2022	Oct-22	15.2, 18.175	151202202023	Lemo	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 34,479.00	R -	R 34,479.00	R -
07 October 2022	Oct-22	15.2, 18.175	151202202023	Lemo	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 53,525.00	R -	R 53,525.00	R -
14 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 100g21449	R -	R 100g21449	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 20,934.00	R -	R 20,934.00	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 13,010.00	R -	R 13,010.00	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 80,005.00	R -	R 80,005.00	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 100g21467	R -	R 100g21467	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 67,040.00	R -	R 67,040.00	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 100g21501	R -	R 100g21501	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 30,246.00	R -	R 30,246.00	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 118,407.00	R -	R 118,407.00	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 69,025.00	R -	R 69,025.00	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 100g21509	R -	R 100g21509	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 100g21540	R -	R 100g21540	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 69,025.00	R -	R 69,025.00	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 100g21563	R -	R 100g21563	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 34,479.00	R -	R 34,479.00	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 53,525.00	R -	R 53,525.00	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 100g21584	R -	R 100g21584	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 34,479.00	R -	R 34,479.00	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 53,525.00	R -	R 53,525.00	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 100g21587	R -	R 100g21587	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 47,182.00	R -	R 47,182.00	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 35,892.00	R -	R 35,892.00	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 100g21625	R -	R 100g21625	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 25,886.00	R -	R 25,886.00	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 13,010.00	R -	R 13,010.00	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 100g21694	R -	R 100g21694	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 80,005.00	R -	R 80,005.00	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 100g21707	R -	R 100g21707	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 69,025.00	R -	R 69,025.00	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 100g21786	R -	R 100g21786	R -
27 October 2022	Oct-22	15.2, 18.175	161202202023	Shiny	Media 24	Department of Justice in OCL (Residential Week 30)	Media 24	Arms Holdings	Large	Commercial Print		R 40,442.00	R -	R 40,442.00	R -

(Recon) Department of Justice
19 April 2023

18 April 2023

Advance Amount	R 3 000 000,00
Expenditure	R 2 270 255,00
Open Orders	R 485 706,42
Surplus	R 244 028,59

Surplus	R	244 028,59
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Surplus	R	244 028,59
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Surplus	R	244 028,59
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EMPOWERLOGIC

Broad Based Black Economic Empowerment Verification Certificate

A Consolidated Verification Certificate Issued to

Arena Holdings (Pty) Ltd ✓

Level 4 Contributor ✓

Measured Entity

Company Name Arena Holdings (Pty) Ltd
Registration Number 2012/074397/07
VAT Number 4730261205
Address Hill on Empire
16 Empire Road, Parktown, Johannesburg
2193

B-BBEE Status

B-BBEE Status Level Level 4

Total Points Obtained	80.29	EO: 20 points; MC: 12.79 points; SD: 8.51 points; ESD: 33.99 points; SED: 5 points			
Discounting Principle Applied	No	Procurement Recognition	100.00%	Participated in Y.E.S Initiative	No
Empowering Supplier	Yes	Measurement Period Year End	30/06/2022		
Black Voting Rights	100.00%	Black Women Voting Rights	33.89%	Black Designated Groups	0.00%
Black Economic Interest	100.00%	Black Women Economic Interest	33.89%	Black Youth	0.00%
51% Black Owned	Yes	30% Black Women Owned	Yes	Black Disabled	0.00%
Normal Flow Through Applied	Yes	Black New Entrants	0.00%	Black Unemployed	0.00%
Modified Flow Through Applied	No	Exclusion Principle Applied	No	Black People Living in Rural Areas	0.00%
				Black Military Veterans	0.00%

Issue Date 15/12/2022 ✓
Expiry Date 14/12/2023
Certificate Number ELC11554RGENBB
Version Final
Applicable Scorecard Amended Codes - Generic
Applicable BBBEE Codes Amended Generic Codes Gazetted on 11 October 2013 and Amendments Gazetted on 31 May 2019

EmpowerLogic (Pty) Ltd

Reg. No. : 1995/000523/07

BBBEE Verification Agency

Govender

Per Prebhashini Govender

Member - Verification Committee



SANAS Accredited



BVA018

This certificate is the result of an independent and impartial verification of the BBBEE status of the measured entity measured against the Codes of Good Practice on Broad Based Black Economic Empowerment and has been issued in accordance with the EmpowerLogic Verification Certificate Policy. This certificate supersedes any previous certificates issued to the Measured entity. For enquiries please contact EmpowerLogic at 086 111 4003.

EMPOWERLOGIC

Broad Based Black Economic Empowerment Verification Certificate

A Consolidated Verification Certificate Issued to

Arena Holdings (Pty) Ltd

Certificate Number: ELC11554RGENBB

Level 4 Contributor

Entities Included in the Consolidated Verification Certificate

Company Name	Registration Number	Vat Number
Arena Audio Broadcast (Pty) Ltd	2021/691356/07	N/A
Arena Broadcast (Pty) Ltd	1995/013211/07	4280170400
Arena Holdings (Pty) Ltd	2012/074397/07	4730261205
Arena Holdings - Corporate Division a division of Arena Holdings (Pty) Ltd	2012/074397/07	4730261205
Broadcast & Content a division of Arena Holdings (Pty) Ltd	2012/074397/07	4730261205
Eastern Cape Division a division of Arena Holdings (Pty) Ltd	2012/074397/07	4720262221
Empire Entertainment Division a division of Arena Holdings (Pty) Ltd	2012/074397/07	4580262279
Media Gauteng Division a division of Arena Holdings (Pty) Ltd	2012/074397/07	4730261205
Ochre Media Division a division of Arena Holdings (Pty) Ltd	2012/074397/07	4120273950
Picasso Division a division of Arena Holdings (Pty) Ltd	2012/074397/07	4730261205
Strategy Division a division of Arena Holdings (Pty) Ltd	2012/074397/07	4730261205
Times Media Home Entertainment Division (TMHE) a division of Arena Holdings (Pty) Ltd	2012/074397/07	4730261205
Arena Learning Channel (Pty) Ltd	2001/010717/07	4170195053
Gallo Music Investments (Pty) Ltd	2019/312602/07	4390287623
Gallo Music Publishers a division of Gallo Music Investments (Pty)	2019/312602/07	4390287623
Gallo Record Company a division of Gallo Music Investments (Pty) Ltd	2019/312602/07	4390287623
Indigenous Film Distribution (Pty) Ltd	2008/019550/07	4140255896

EmpowerLogic (Pty) Ltd

Reg. No. : 1995/000523/07

BBBEE Verification Agency

Govender

Prebashini Govender

Member - Verification Committee

SANAS Accredited



BVA018

This certificate is the result of an independent and impartial verification of the BBBEE status of the measured entity measured against the Codes of Good Practice on Broad Based Black Economic Empowerment and has been issued in accordance with the EmpowerLogic Verification Certificate Policy. This certificate supersedes any previous certificates issued to the Measured entity. For enquiries please contact EmpowerLogic at 086 111 4003.

Report

Report Date : 4/18/2023

File Name : EST_DoJ Recruitment 18-04-2023.ES19AB.pry

Table : All Respondents

Version : 7.22.84.10

		Totals
Totals	Audience(000)	40,716
	Resps	25,256
	%Col	100.0
	%Row	100.0
	Index	100
On The Go-OOH ~ Past 12 Months Reach	Audience(000)	40,715
	Resps	25,255
	%Col	100.0
	%Row	100.0
	Index	100
Viewing ~ Past 12 Months Reach	Audience(000)	39,739
	Resps	24,685
	%Col	97.6
	%Row	100.0
	Index	100
Listening ~ Past 12 Months Reach	Audience(000)	37,747
	Resps	23,414
	%Col	92.7
	%Row	100.0
	Index	100
Digital ~ Past 12 Months Reach	Audience(000)	28,421
	Resps	18,214
	%Col	69.8
	%Row	100.0
	Index	100
Reading - Newspapers ~ Past 12 Months Reach	Audience(000)	21,511
	Resps	13,254
	%Col	52.8
	%Row	100.0
	Index	100
Reading - Magazines ~ Past 12 Months Reach	Audience(000)	15,584
	Resps	9,794
	%Col	38.3
	%Row	100.0
	Index	100
Cinema ~ Past 12 Months Reach	Audience(000)	6,611
	Resps	4,079
	%Col	16.2
	%Row	100.0
	Index	100

Units : 1000

Source : Establishment Survey 2019 AB (Jan-Dec 2019)

Weight : Individual Weight

Data Sources:

ES19AB; Establishment Survey 2019 AB (Jan-Dec 2019) :

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Report

Report Date : 4/18/2023

File Name : Telmar DOJ recruitment week 16.PAMS191.pry

Table : All Respondents

Version : 7.22.84.10

		Totals
Totals	Audience(000)	41,874
	Resps	15,250
	%Col	100.0
	%Row	100.0
	Index	100
Soccer Laduma (Wed) ~ AIR - Paper Newspaper Weeklies	Audience(000)	3,844
	Resps	1,035
	%Col	9.2
	%Row	100.0
	Index	100
Sunday Times ~ AIR - Paper Newspaper Weeklies	Audience(000)	2,742
	Resps	1,078
	%Col	6.5
	%Row	100.0
	Index	100
Sunday Sun ~ AIR - Paper Newspaper Weeklies	Audience(000)	1,999
	Resps	552
	%Col	4.8
	%Row	100.0
	Index	100
City Press (Sun) ~ AIR - Paper Newspaper Weeklies	Audience(000)	1,552
	Resps	496
	%Col	3.7
	%Row	100.0
	Index	100
Isolezwe ngeSonto (Sun) ~ AIR - Paper Newspaper Weeklies	Audience(000)	1,072
	Resps	247
	%Col	2.6
	%Row	100.0
	Index	100
Ilanga LangeSonto (Sun) ~ AIR - Paper Newspaper Weeklies	Audience(000)	1,050
	Resps	256
	%Col	2.5
	%Row	100.0
	Index	100
Sunday World ~ AIR - Paper Newspaper Weeklies	Audience(000)	984
	Resps	259
	%Col	2.3
	%Row	100.0
	Index	100
Rapport (Sun) ~ AIR - Paper Newspaper Weeklies	Audience(000)	740
	Resps	397
	%Col	1.8
	%Row	100.0
	Index	100

Units : 1000

Source :PAMS191 PAMS 2019

Weight : Personal Weights

Data Sources:

PAMS191; PAMS191 PAMS 2019 :

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Report

Report Date : 4/18/2023

File Name : Telmar_DOJ recruitment week 16.PAMS191.pry

Version : 7.22.84.10

Table : All Respondents

		Totals
Isolezwe ngoMgqibelo (Sat) ~ AIR - Paper Newspaper Weeklies	Audience(000) Resps %Col %Row Index	713 167 1.7 100.0 100
Mail & Guardian (Fri) ~ AIR - Paper Newspaper Weeklies	Audience(000) Resps %Col %Row Index	465 201 1.1 100.0 100
Isolezwe lesiXhosa ~ AIR - Paper Newspaper Weeklies	Audience(000) Resps %Col %Row Index	418 185 1.0 100.0 100
Son op Sondag ~ AIR - Paper Newspaper Weeklies	Audience(000) Resps %Col %Row Index	375 144 0.9 100.0 100
Post (Wed) ~ AIR - Paper Newspaper Weeklies	Audience(000) Resps %Col %Row Index	343 292 0.8 100.0 100
Saturday Citizen ~ AIR - Paper Newspaper Weeklies	Audience(000) Resps %Col %Row Index	*320 86 0.8 100.0 100
Beeld (Sat) ~ AIR - Paper Newspaper Weeklies	Audience(000) Resps %Col %Row Index	254 122 0.6 100.0 100
Sunday Tribune ~ AIR - Paper Newspaper Weeklies	Audience(000) Resps %Col %Row Index	235 198 0.6 100.0 100
Die Burger (Wes Kaap) (Sat) ~ AIR - Paper Newspaper Weeklies	Audience(000) Resps %Col %Row Index	*213 68 0.5 100.0 100

Units : 1000

Source :PAMS191 PAMS 2019

Weight : Personal Weights

Data Sources:

PAMS191; PAMS191;PAMS 2019 :

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Table
PAMS1

Report

Report Date : 4/18/2023

File Name : Telmar_DOJ recruitment week 16.PAMS191.pry

Table : All Respondents

Version : 7.22.84.10

		Totals
African Independent ~ AIR - Paper Newspaper Weeklies	Audience(000) Resps %Col %Row Index	**203 49 0.5 100.0 100
Pretoria News Weekend (Sat) ~ AIR - Paper Newspaper Weeklies	Audience(000) Resps %Col %Row Index	*166 54 0.4 100.0 100
The Sunday Independent ~ AIR - Paper Newspaper Weeklies	Audience(000) Resps %Col %Row Index	*151 53 0.4 100.0 100
Saturday Star ~ AIR - Paper Newspaper Weeklies	Audience(000) Resps %Col %Row Index	*139 64 0.3 100.0 100
Weekend Argus: Saturday Edition ~ AIR - Paper Newspaper Weeklies	Audience(000) Resps %Col %Row Index	*117 63 0.3 100.0 100
The Independent on Saturday ~ AIR - Paper Newspaper Weeklies	Audience(000) Resps %Col %Row Index	*102 80 0.2 100.0 100
Weekend Witness (Sat) ~ AIR - Paper Newspaper Weeklies	Audience(000) Resps %Col %Row Index	*93 64 0.2 100.0 100
Weekend Post (Sat) ~ AIR - Paper Newspaper Weeklies	Audience(000) Resps %Col %Row Index	*91 77 0.2 100.0 100
Weekend Argus: Sunday Edition ~ AIR - Paper Newspaper Weeklies	Audience(000) Resps %Col %Row Index	**90 42 0.2 100.0 100

Units : 1000

Source :PAMS191 PAMS 2019

Weight : Personal Weights

Data Sources:

PAMS191; PAMS191 PAMS 2019; PAMS191 PAMS 2019

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AMST191.PAM

Report

Report Date : 4/18/2023

File Name : Telmar_DOJ recruitment week 16.PAMS191.pry

Version : 7.22.84.10

Table : All Respondents

		Totals
Die Burger (Oos Kaap) (Fri) ~ AIR - Paper Newspaper Weeklies	Audience(000)	*89
	Resps	69
	%Col	0.2
	%Row	100.0
	Index	100
Daily Dispatch Weekend Edition (Sat) ~ AIR - Paper Newspaper Weeklies	Audience(000)	*84
	Resps	74
	%Col	0.2
	%Row	100.0
	Index	100
Volksblad (Sat) ~ AIR - Paper Newspaper Weeklies	Audience(000)	**66
	Resps	35
	%Col	0.2
	%Row	100.0
	Index	100

Units : 1000
Source : PAMS191 PAMS 2019

Weight : Personal Weights

Data Sources:
PAMS191; PAMS191 PAMS 2019 :

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BILLING DETAILS:		ARENA CONTACT DETAILS:	
Company	GCIS	Date	18 April 2023
Contact	Shirley Morudu	Contact	Margaret Mogale
Telephone		Telephone	(011) 340 9621
Cell		Cell	083 771 1897
Email	shirley@gcis.gov.za	Email	Mogalem@arena.africa

ADVERT DETAILS: DEPARTMENT OF JUSTICE			
Publication	 (page positions are NOT guaranteed)		
Publication date	23 April 2023		
Advertisement size	190 mm (high) x 190 mm (wide)		
Colour	Black & White		
Rate / col cm	R687.00	Sub Total	R78 318.00 excl. vat
		VAT	R11 747.70
		Total Due	R90 065.70

TRADING CONDITIONS: 100% Cancellation fee applies if advert is cancelled after 10am Thursday prior to publication	
Booking deadline:	Thursday 10h00 prior to publication date
Material deadline:	Thursday 15h00 prior to publication date
Payment deadline:	STRICTLY Thursday 16h00 prior to publication date
If the payment is not in our bank account timeously the advert will be cancelled	
NB: No adverts will be booked unless this form is signed and returned	

DIRECT PAYMENT DETAILS: To be accompanied by copy of the deposit slip or proof of EFT	
Account Holder	ARENA HOLDINGS (PTY) LTD
Account Name	ARENA HOLDINGS - MEDIA DEPOSITS
Bank Name & Branch	RMB CORPORATE BANKING JOHANNESBURG
Account Number	62793070584
Branch Number	255005
Swift Code	FIRNZAJJ

Please take note of the following important guidelines, to ensure ARENA Holdings Sales service is of the highest level;
Before signing the acceptance of your quotation, please ensure that you have been quoted on the **correct section** of Sunday Times, Sowetan, Weekend Post, The Herald, Daily Dispatch, Daily Dispatch Weekend Edition, Business Day or Financial Mail.

- It is important to communicate all special positioning requests. Please note positioning cannot be guaranteed unless a loading is paid for that particular position.
- Early bookings contribute to more favourable positioning, while late bookings compromise positioning.

CREDIT CARD PAYMENT:
Due to a change in regulations we are required to make use of 3D secure credit card transactions.
Should you wish to make payment by use of this method, please inform us accordingly and the secure link will be provided

ACCEPTANCE:	
Date	VAT Number:
Name and Surname	Postal Address:
Signature	

FOR OFFICE USE ONLY:			
Account no:		Cash payment:	Yes ☐ NO ☐
Rep Name:	Margaret Mogale	Sales Unit:	
Rep Code:	MAM	Sector:	

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution
MAHLOELE TD	6702125324082	N/A
WHEATLEY WG	7901155118088	N/A

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....X.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....X.....

3 DECLARATION

I, the undersigned, (name).....**MARGARET MOGALE**.....
in submitting the accompanying bid, do hereby make the following
statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....*M. Mogale*.....**18/04/2023**.....
Signature Date

ACCOUNT MANAGER.....**ARENA HOLDINGS(PTY) LTD**.....
Position Name of bidder



CSD REGISTRATION REPORT

SUPPLIER IDENTIFICATION

Supplier number	MAAA0076388	Have Bank Account	Yes
Is supplier active?	Yes	Total annual turnover	More than R50 million
Allow associates?	Yes	Financial year start date	30 Jun 2016 00:00:00:000
Supplier type	CIPC Company	Registration date	23 Apr 2012 00:00:00:000
Supplier sub-type	Private Company (Pty)(Ltd)	Created by	lallau@timesmedia.co.za
Legal name	ARENA HOLDINGS ✓	Created date	06 Apr 2016 17:15:02:000
Identification type	South African Company/Close Corporation Registration Number	Edit by	lallau@timesmedia.co.za
Government breakdown	Private Companies (Pty) (Ltd)	Edit date	14 Apr 2023 11:10:29:200
Business status	In Business	Restricted Supplier	No ✓
Country of origin	South Africa	Restricted Director	No ✓
South African company/CC registration number	2012/074397/07	Government Employee	No ✓

SUPPLIER INDUSTRY CLASSIFICATION INFORMATION

INDUSTRY CLASSIFICATION 1

Main group	Professional, scientific and technical activities	Core industry	Advertising and market research
Division	Advertising and market research	% share of annual turnover	100.00

SUPPLIER CONTACT INFORMATION

CONTACT 1

Contact type	Bld Office, Finance, Sales	Telephone number	0112803824
Is this your preferred Contact?	Yes	Cellphone number	082 493 1260
Name(s)	Usha	Fax number	0862061702
Surname	Lalla	Website address	www.timesmedia.co.za
Identification type	South African Identification Number	Do you want this contact to also be a CSD user ?	No
Prefer communication via cellphone	Yes	Created by	pately@timesmedia.co.za





CSD REGISTRATION REPORT

Prefer communication via email	Yes	Created date	05 Apr 2016 08:52:14:000
Prefer communication via telephone	Yes	Edit by	csd.datafix@treasury.gov.za
Email address	lallau@timesmedia.co.za	Edit date	17 Jul 2019 23:43:01:407

CONTACT 2

Contact type	Finance	Cellphone number	082 493 1260
Is this your preferred Contact?	No	Fax number	086 206 1412
Name(s)	Yusuf	Website address	WWW.timesmedia.co.za
Surname	Patel	Do you want this contact to also be a CSD user ?	No
Identification type	South African Identification Number	Created by	lallau@timesmedia.co.za
Prefer communication via email	Yes	Created date	11 May 2017 08:59:03:940
Email address	lallau@tisoblackstar.co.za	Edit by	lallau@timesmedia.co.za
Telephone number	011 280 3824	Edit date	23 Jul 2019 08:54:31:743

CONTACT 3

Contact type	Bid Office	Cellphone number	083 739 8691
Is this your preferred Contact?	Yes	Website address	www.tisoblackstar.co.za
Name(s)	Siphokazi Kineo	Do you want this contact to also be a CSD user ?	No
Surname	Koaho	Created by	lallau@timesmedia.co.za
Identification type	South African Identification Number	Created date	17 Apr 2018 14:22:37:847
Prefer communication via email	Yes	Edit by	csd.datafix@treasury.gov.za
Email address	koahot@tisoblackstar.co.za	Edit date	17 Jul 2019 23:43:01:390
Telephone number	011 280 3163		

SUPPLIER ADDRESS INFORMATION

ADDRESS 1

Is this a preferred address?	Yes	Postal code	2132
Address line 1	P O BOX 1747	Country	South Africa
Address line 2	SAXONWOLD	This address S/A payment	Yes
Suburb	City of Johannesburg NU	Created by	pately@timesmedia.co.za





CSD REGISTRATION REPORT

Province	Gauteng	Created date	06 Apr 2016 17:29:31:120
Municipality	City of Johannesburg	Edit by	pately@timesmedia.co.za
City	City of Johannesburg NU	Edit date	06 Apr 2016 17:29:31:120
ADDRESS 2			
Is this a preferred address?	No	Country	South Africa
Address line 1	HILL ON EMPIRE 16 EMPIRE ROAD	This address S/A delivery	Yes
Address line 2	PARKTOWN	This address S/A payment	Yes
Suburb	City of Johannesburg NU	Created by	pately@timesmedia.co.za
Province	Gauteng	Created date	06 Apr 2016 17:29:31:357
Municipality	City of Johannesburg	Edit by	lallau@timesmedia.co.za
City	City of Johannesburg NU	Edit date	28 Jul 2017 16:17:14:803
Postal code	2196		

SUPPLIER BANK ACCOUNT

BANK ACCOUNT 1			
Account type	Current Accounts	Is this a preferred account?	Yes
Bank	FIRST NATIONAL BANK	Active start date	05 Jul 2019 10:18:23:000
Branch number	255005	Created by	lallau@timesmedia.co.za
Branch name	RMB CORPORATE BANKING	Created date	02 Dec 2019 08:39:47:000
Account number	62793070584	Edit by	csd.safetynetbatchdownload@treasury.gov.za
Account holder	ARENA HOLDINGS (PTY) LTD	Edit date	04 Dec 2019 07:00:07:627
		Bank Verification Status	Verification Succeeded ✓
		Foreign Bank Account	No
		Is the identifier linked at the bank	Yes
		Is this a Shared Funding Account	No
		Funding Partner(s)	

BANK ACCOUNT 2			
Is this a preferred account?	No		





CSD REGISTRATION REPORT

Edit date	02 Dec 2019 08:47:20:260
Bank Verification Status	Bank account deactivation processed
Foreign Bank Account	No
Is the identifier linked at the bank	Yes
Is this a Shared Funding Account	No

TAX INFORMATION

Income tax number	9320547178	Would you like to receive notifications?	Yes
VAT number	4730261205	Overall Tax Status	Tax Compliant ✓
Is this supplier a VAT vendor?	Yes	Created by	lallau@timesmedia.co.za
PAYE number	7040781090	Created date	07 Apr 2016 07:28:01:000
Are you Registered with SARS?	Yes	Edit by	lallau@timesmedia.co.za
Last validation date	20 Apr 2023 08:56:00:000	Edit date	25 Feb 2023 07:26:12:000

B-BBEE INFORMATION

B-BBEE verification regulator	Verification agency accredited by SANAS	SANAS accredited agency	EMPOWERLOGIC (PTY) LTD
Sector charter	Marketing, advertising and communication (MAC)	% Owned by black people	100.00
Subsector charter	NOT APPLICABLE	% Owned by black people who are women	33.89
B-BBEE certificate number	ELC11554RGENBB	% Owned by black people who are youth	0.00
B-BBEE certificate issue date	15 Dec 2022 00:00:00:000	% Owned by black people with disabilities	0.00
B-BBEE certificate issue expiry date	14 Dec 2023 00:00:00:000	% Owned by black who are unemployed	0.00
B-BBEE status level of contributor	Level 4 Contributor ✓	% Owned by black people who are military veteran	0.00
B-BBEE procurement recognition	100%	% Owned by black people living in rural or underdeveloped areas	0.00





CSD REGISTRATION REPORT

Value adding supplier or empowering supplier	Yes	Verification Status	Manual Verification Required
Skills Development Score	8.51	Created by	pately@timesmedia.co.za
Socio-Economic Development Score	5.00	Created date	07 Apr 2016 07:40:06:000
Management Control Score	12.79	Edit by	lallau@timesmedia.co.za
Ownership Score	20.00	Edit date	14 Apr 2023 11:10:29:607
Enterprise Supplier Development Score	33.99	Status	Active
Total Score	80.29		

OWNERSHIP INFORMATION

Owner s name and surname Legal name	Owner s Identification number	RSA Citizen	Ethnic group	Gender	Ownership %	Youth	Disabled	Military	Rural	Township
TISO BLACKSTAR GROUP			N/A	N/A	100.00%	N/A	N/A	N/A	N/A	N/A
Total					100.00%					

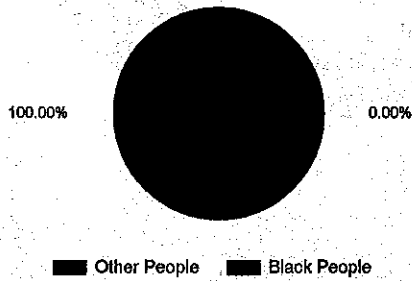
OUTCOMES AGAINST PREFERENTIAL PROCUREMENT CRITERIA BASED ON B-BEEE CERTIFICATE

Enterprise type	GEN
B-BBEE Status level of contributor	Level 4 Contributor ✓
Owned by black people	100.00
Owned by black people who are youth	0.00
Owned by black people who are women	33.89
Owned by black people with disabilities	0.00
Owned by black people who are military veterans	0.00
Owned by black people living in rural or undeveloped areas	0.00
Owned by black people living in townships	0.00
Owned by black people that is unemployed	0.00

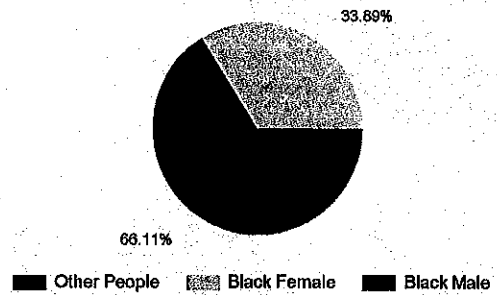


CSD REGISTRATION REPORT

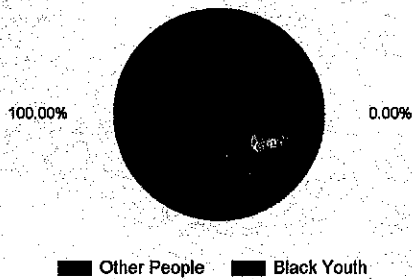
People % Ownership



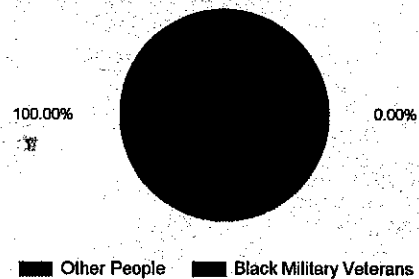
Gender % Ownership



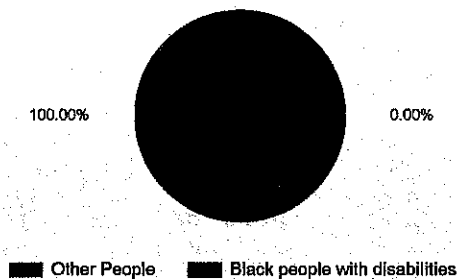
Youth % Ownership



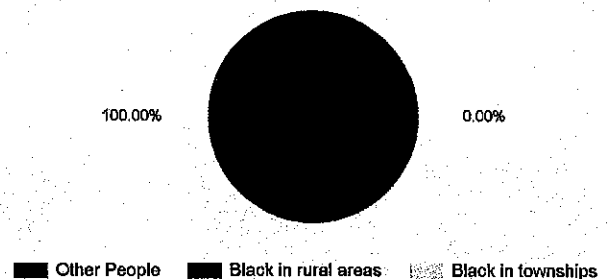
Military Veteran % Ownership



Disabled % Ownership



Living Area % Ownership





CSD REGISTRATION REPORT

Unemployed % Ownership

100.00%

0.00%

Other People

Black people who are unemployed

DIRECTORS/MEMBERS/OWNERS INFORMATION

DIRECTOR/MEMBER 1

Director type	Director
Director status	Active
Name(s)	TSHEPO DAUN
Surname	MAHLOELE
Country	South Africa
Identification type	South African Identification Number
South African identification number	6702125324082
Work permit	0000000
Appointment date	07 Nov 2019 00:00:00:000
mail address	tshepo.mahloele@arena.africa
Cellphone number	082 493 1260

Owner	No
Created by	csd.reverifybatch@treasury.gov.za
Created date	27 Nov 2019 20:33:28:000
Edit by	csd.reverifybatch@treasury.gov.za
Edit date	09 Mar 2023 12:58:57:000
Restricted Supplier	No ✓
Restriction Last Verification Date	20 Apr 2023 08:56:05:843
Government Employee	No ✓
Government Employee Last Verification Date	20 Apr 2023 08:56:05:593
SA identification number Verified	Yes
SA identification number verification date	20 Apr 2023 08:56:05:703
Companies involved in	MAAA0054591; MAAA0084024; MAAA0147165; MAAA0488547; MAAA0492860; MAAA0503903...

DIRECTOR/MEMBER 2

Director type	Director
Director status	Active
Name(s)	LINDA
Surname	YANTA
Country	South Africa

Created by	csd.reverifybatch@treasury.gov.za
Created date	10 May 2022 04:32:20:000
Edit by	csd.reverifybatch@treasury.gov.za
Edit date	09 Mar 2023 12:58:56:000
Restricted Supplier	No ✓





CSD REGISTRATION REPORT

Identification type	South African Identification Number	Restriction Last Verification Date	20 Apr 2023 08:56:05:843
South African Identification number	6104095599084	Government Employee	No ✓
Work permit	0000000	Government Employee Last Verification Date	20 Apr 2023 08:56:05:610
Appointment date	29 Apr 2022 00:00:00:000	SA Identification number Verified	Yes
Email address	lallau@timesmedia.co.za	SA identification number verification date	20 Apr 2023 08:56:05:733
Cellphone number	082 493 1260	Companies involved in	MAAA0054591; MAAA0147165; MAAA0492860; MAAA0503903; MAAA0678967; MAAA0717040...
Owner	No		

DIRECTOR/MEMBER 3

Director type	Director	Created by	csd.reverifbybatch@treasury.gov.za
Director status	Active	Created date	11 May 2022 15:05:30:000
Name(s)	MZIMKULU	Edit by	csd.reverifbybatch@treasury.gov.za
Surname	MALUNGA	Edit date	09 Mar 2023 12:58:59:000
Country	South Africa	Restricted Supplier	No ✓
Identification type	South African Identification Number	Restriction Last Verification Date	20 Apr 2023 08:56:05:860
South African identification number	6603255597085	Government Employee	No ✓
Work permit	0000000	Government Employee Last Verification Date	20 Apr 2023 08:56:05:623
Appointment date	03 May 2022 00:00:00:000	SA Identification number Verified	Yes
Email address	lallau@timesmedia.co.za	SA identification number verification date	20 Apr 2023 08:56:05:767
Cellphone number	082 493 1260	Companies involved in	MAAA0054591; MAAA0147165; MAAA0175463; MAAA0388920; MAAA0488869; MAAA0492860...
Owner	No		

OTHER OWNERS 1

CSD supplier number	MAAA0076388	Created by	lallau@timesmedia.co.za
Legal name	TISO BLACKSTAR GROUP	Created date	11 May 2017 08:59:04:973
Ownership %	100.00%	Edit by	lallau@timesmedia.co.za
Ownership status	Active	Edit date	22 Jun 2017 14:34:58:047





CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT



Report Date:

20 Apr 2023 09:25:20,578 AM

Report Ran By:

shirley@gcis.gov.za

CSD REGISTRATION REPORT

The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA



CSD REGISTRATION REPORT

Tips and Frequently Asked Questions (FAQ)

Identifier

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

Bank

For help on how to resolve bank failures click here: [I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.](#)

The various possible error messages received from the bank are highSemiBoded in red. Search for the applicable message and follow the detailed steps associated with that error message.

Tax

Tax Compliance Status

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [What should a supplier do if the tax status on CSD difference from the tax clearance certificate?](#)

Tax Compliance Expiry Date

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [How does CSD determine the tax compliance expiry date?](#)

CIPC

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: [The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC. how can I rectify this?](#)

State Employee

For more information pertaining to government employment status click here: [Will there be verification done to identify if a supplier is a government employee?](#)

BBBEE

CSD does not automatically verify all certificate information with the various accreditation bodies. Organs of State are required, where not automatically verified by CSD, to manually verify this information with the applicable accreditation body as per current policies and procedures. Expired certificate information do not reflect on the report.

RESTRICTION

Restricted Supplier - A supplier is restricted by using the identification number of the entity e.g. CIPC registration -, trust -, Social Development non-profit -, South African ID -, Foreign company registration number or ID number. If there is more than one CSD Supplier profile registered on CSD with the same entity identification number, all those related supplier profiles will be restricted.

Restricted Director - A director/owner is an individual person and is restricted by using the South African ID or Foreign ID number. If a director belongs to different companies and has been restricted, the director will reflect as restricted in all companies where identification number is detected.

Restricted Suppliers & Directors are listed on CSD under Help - [Am I restricted?](#)





CENTRAL SUPPLIER
DATABASE
FOR GOVERNMENT



Report Date:

20 Apr 2023 09:25:20.609 AM

Report Ran By:

shirley@gcis.gov.za

CSD REGISTRATION REPORT

Print Date: 4/20/2023 9:25:14 AM



national treasury
Department:
National Treasury
REPUBLIC OF SOUTH AFRICA



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

PFMA SCM INSTRUCTION NO. 03 OF 2021/22

PUBLIC FINANCE MANAGEMENT ACT
(ACT 1 OF 1999)

ENHANCING COMPLIANCE, TRANSPARENCY AND ACCOUNTABILITY IN SUPPLY CHAIN MANAGEMENT

TO ALL:

ACCOUNTING OFFICERS OF DEPARTMENTS
ACCOUNTING OFFICERS OF CONSTITUTIONAL INSTITUTIONS
ACCOUNTING AUTHORITIES OF SCHEDULE 2 AND 3 PUBLIC ENTITIES
HEAD OFFICIALS OF PROVINCIAL TREASURIES

1. PURPOSE

This Instruction is issued to provide measures to—

- (a) improve compliance, accountability and transparency in the procurement of goods and services;
- (b) reduce the abuse of the Supply Chain Management (SCM) system; and
- (c) ensure value for money.

2. DEFINITIONS

In this Instruction, unless the context indicates otherwise, any word or expression to which a meaning has been assigned in the Public Finance Management Act, 1999 (Act No. 1 of 1999 – “the PFMA”) or Treasury Regulations, published on 15 March 2005 (as amended) has the same meaning assigned to it in the Act or the Regulations, and—

“**emergency situation**” means a serious and unexpected situation that poses an immediate risk to health, life, property or environment which calls for urgent action and there is insufficient time to follow a competitive bidding process;

“**institution**” means—

- (a) a national or provincial department;
- (b) a public entity listed in Schedule 2 or 3 to the PFMA; and
- (c) a constitutional institution listed in Schedule 1 to the PFMA;

“**investigate**” means an inquiry to determine and assess the facts of the complaint or allegation to establish the truth;

“**limited bidding**” means a bidding process reserved for a specific group or category of possible suppliers through procurement by—

Enhancing compliance, transparency and accountability in supply chain management

- (a) sole source where there is no competition in the market and only one supplier is able to provide the goods or services;
- (b) single source where a thorough analysis of the market and a transparent and equitable pre-selection process is used to decide on one supplier among a few prospective bidders to make a proposal;
- (c) multiple source where a thorough analysis of the market indicates that there is limited competition and only a few prospective bidders are requested to make a proposal;

"urgent case" means cases where early delivery is critical and the invitation of competitive bids is either impossible or impractical, not due to improper planning;

"person" means—

- (a) a bidder or supplier; or
- (b) a shareholder, director, trustee, partner member of a bidder or a supplier, or any person having a controlling interest in the bidder or supplier; and

"State" means—

- (a) a national or provincial department, national or provincial public entity or constitutional institution;
- (b) a municipality or municipal entity;
- (c) a provincial legislature; or
- (d) Parliament.

3. BACKGROUND

- 3.1 The PFMA promotes economy, efficiency, effectiveness and transparency in the use of state resources. Consequently, a key duty, amongst others, for the accounting officers/authorities (AOs/AAs) in terms of the PFMA are to establish and maintain an appropriate procurement and provisioning system which is fair, equitable, transparent, competitive and cost-effective.
- 3.2 In terms of section 6(2) of the PFMA, the National Treasury must prescribe uniform treasury norms and standards. This includes prescribing norms and standards to limit and prevent the abuse of the SCM system and the enforcement. In terms of section 18(2) of the PFMA, the provincial treasuries must enforce the prescribed norms and standards in their respective provinces.
- 3.3 Although the National Treasury is, in terms of section 6(1) of the PFMA required to, amongst others, promote and enforce transparency and effective management in respect of revenue, expenditure, assets and liabilities of institutions, it must do so with due regard to the PFMA functions of the AO/AA. According to sections 38 and 51 of

Enhancing compliance, transparency and accountability in supply chain management

the PFMA, the AO/AA must ensure effective, efficient and transparent systems of financial management as well as a procurement and provisioning system.

- 3.4 Non-compliance with SCM prescripts by institutions undermine sound financial management and ultimately erodes scarce resources that are intended for public service delivery.
- 3.5 Therefore, it is imperative that the AOs/AAs establish mechanisms to identify the risks and internal control weaknesses in their SCM systems to develop mitigating strategies and controls.

4. DEVIATIONS FROM NORMAL BIDDING PROCESS

- 4.1 If in a specific case it is impractical to invite competitive bids, the AO/AA may procure the required goods or services by other means, provided that the reasons for deviating from inviting competitive bids must be recorded and approved by the AO/AA.
- 4.2 In this Instruction, procurement by "other means" includes—
- (a) limited bidding;
 - (b) written price quotations within the threshold determined by National Treasury Instruction; and
 - (c) procurement that occurs in emergency situations and urgent cases.
- 4.3 The AO/AA must provide for procurement by "other means" in a SCM policy for the institution.
- 4.4 The SCM policy must at least provide for—
- (a) procurement by "other means" referred to in paragraph 4.2(a), (b) and (c), and any other procurement by "other means" that may be utilised;
 - (b) a plan to curtail reliance on procurement by "other means";
 - (c) circumstances under which each procurement by "other means" may be utilised;
 - (d) processes to be followed in respect of identifying prospective suppliers for, and recording and approval of, procurement by "other means"; and
 - (e) assessment of all instances that gave rise to procurement by "other means".
- 4.5 When procuring goods or services by "other means", the AO/AA must ensure that the institution complies with other applicable SCM prescripts.

Enhancing compliance, transparency and accountability in supply chain management

- 4.6 The AO/AA must within 14 days after the finalisation of the procurement by "other means", report the procurement to the relevant treasury and the Auditor-General of South Africa (AGSA) in a format determined by the National Treasury.
- 4.7 The AO/AA must ensure that procurement by "other means" is recorded in the annual report of the institution in a format determined by the National Treasury.

5. EXPANSIONS AND VARIATIONS OF CONTRACTS

- 5.1 The AO/AA may, in accordance with this paragraph—
- (a) expand a contract by increasing the scope of work; or
 - (b) vary a contract by changing the scope of work.
- 5.2 If an expansion or variation in the scope of work requires an extension in the period of the contract, the motivation must distinguish between the change in the scope of work and the period for which the contract is extended.
- 5.3 If the AO/AA participates in a transversal contract, the AO/AA may not expand or vary the transversal contract, but may request the relevant treasury to expand or vary the contract.
- 5.4 If a contract for—
- (a) construction-related goods or services or both, is expanded or varied by more than 20% or R20 million (including all applicable taxes), whichever is the lesser; and
 - (b) all other goods or services or both, is expanded or varied by more than 15% or R15 million (including all applicable taxes), whichever is the lesser,
- the AO/AA must, in a format determined by the National Treasury, submit a monthly report, including the reasons for the expansion or variation, to the relevant treasury and the AGSA.
- 5.5 The AO/AA must record expansions or variations referred to in paragraph 5.4 in the annual report of the institution in a format determined by the National Treasury.
- 5.6 The relevant treasury and the AGSA may request additional information pertaining to expansions or variations referred to in paragraph 5.4.

6. RESTRICTION OF PERSON DOING BUSINESS WITH GOVERNMENT

- 6.1 The AO/AA must, in writing, notify a person of—

Enhancing compliance, transparency and accountability in supply chain management

- (a) the intention to restrict the person from doing business with the State;
- (b) the grounds for the restriction;
- (c) the intended period of restriction which may not exceed 10 years; and
- (d) the right to make representations within 14 days as to why the person should not be restricted.

6.2 The AO/AA must—

- (a) consider the reasons provided by the person on why the person should not be restricted; and
- (b) if, after considering the reasons referred to in paragraph (a), the AO/AA intends to restrict the person, in writing, consult the National Treasury by submitting the notification envisaged in paragraph 6.1 and the reasons referred to in paragraph (a).

6.3 The National Treasury must, within 14 days of receipt of the notification envisaged in paragraph 6.2(b), submit to the AO/AA its view on the intended restriction.

6.4 The AO/AA must—

- (a) after considering the view of the National Treasury, make the decision whether to restrict; and
- (b) within seven days following a decision to restrict, submit to the National Treasury—
 - (i) the reasons for the decision to restrict;
 - (ii) the name and address of the person restricted;
 - (iii) the identity or registration number of the person;
 - (iv) the period of restriction; and
 - (v) the representations made by the person and the reasons why the AO/AA proceeded with the decision to restrict despite the representations.

6.5 The National Treasury, on receipt of the information in paragraph 6.4(b)—

- (a) may, within 14 days, request the AO/AA to submit further information pertaining to the restriction; and
- (b) must record the information on a list of restricted suppliers within 14 days of receipt of the submission by the AO/AA, and any responses to further information requested in terms of paragraph (a).

6.6 The restriction is effective from the date that the National Treasury records the information on the list of restricted suppliers.

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- 6.7 The National Treasury must inform the AO/AA immediately after the restriction is recorded on the list of restricted suppliers.
- 6.8 The AO/AA must inform the person immediately after the National Treasury has informed the AO/AA that the restriction is recorded on the list of restricted suppliers.

7. TREATMENT OF DISCLOSURES AND DECLARATIONS

- 7.1 Institutions must, as part of their SCM processes, identify and manage all potential conflicts of interest and other disclosures made by a person participating in procurement processes to enable the AO/AA to make informed decisions about the person participating in the SCM process.
- 7.2 The application of the Bidder's Disclosure form, issued as Standard Bidding Document (SBD) 4, attached as Annexure A, is extended to all institutions to which this Instruction applies. Institutions may incorporate the information contained in the SBD4 into their bid documents, including documents issued for the invitation of price quotations, but may not alter the content of the disclosure and the order of the information captured in the SBD4.
- 7.3 The SBD4 applies to all procurement, irrespective of the value and method of procurement, excluding petty cash purchases, and must be completed by all persons responding to the invitation.
- 7.4 The AO/AA must, as part of the evaluation of a procurement process, evaluate information provided by a person on the SBD4.
- 7.5 If the evaluation of the AO/AA establishes that—
- (a) a person within the bidding entity is an employee of the State, the AO/AA must request the relevant AO/AA to advise whether the person—
 - (i) is prohibited from conducting business with the State in terms of section 8 of the Public Administration Management Act, 2014 (Act No. 11 of 2014 – "the PAMA"); or
 - (ii) has permission to perform other remunerative work outside of their employment, where the PAMA does not apply to such employee;
 - (b) the conduct of a person constitutes a transgression of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004 – "the PRECCA"), the conduct must be dealt with in accordance with the PRECCA;

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- (c) the conduct of a person constitutes a transgression of the Competition Act, 1998 (Act No. 89 of 1998), the conduct must be reported to the Competition Commission; and
 - (d) the conduct of a person constitutes a transgression of the institution's policies, the conduct must be dealt with in terms of the prescripts applicable to the Institution.
- 7.6 If the AO/AA establishes that a person has committed a transgression, referred to in paragraph 7.5, or any other transgression of SCM prescripts, the AO/AA may reject the bid and restrict the person in terms of paragraph 6.
- 7.7 The AO/AA must inform the relevant treasury of any action taken against a person in terms of paragraph 7.6 within 30 days of implementing the action.
- 7.8 During the evaluation process, the AO/AA must in addition to other due diligence measures, establish if a person is not listed in—
 - (a) the Register for Tender Defaulters provided for PRECCA; and
 - (b) the list of restricted suppliers provided for in paragraph 6.3 of this Instruction and regulations under the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).
- 7.9 The SBD 4 attached as **Annexure A** to this Instruction replaces all SBDs 4, 8 and 9.
- 8. GENERAL REQUIREMENTS**
- 8.1 The AOs/AAs of all institutions must ensure that—
 - (a) the SCM system provides for the establishment, composition and functioning of bid specification, evaluation and adjudication committees and the selection of bid committee members;
 - (b) procurement through a bidding process is subjected to the bid committee system envisaged in paragraph (a); and
 - (c) bid committee members are duly appointed and a quorum is determined for each committee.
- 8.2 If considered necessary, one or more independent expert may be co-opted to a bid evaluation/adjudication committee in an advisory capacity. The expert does not have voting rights and is subject to the same conflict of interest declarations/disclosures applicable to bid committee members.

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8.3 A representative of the relevant treasury may attend bid committee meetings of any institution in an observer capacity and must inform the relevant AO/AA when he/she will be attending. The representative does not have voting rights and is subject to the same conflict of interest declarations/disclosures applicable to bid committee members.

8.4 The AO/AA—

- (a) may not invite price quotations or bids if no or insufficient provision is made in the budget of the institution;
- (b) must ensure that cash flow is sufficient to meet contractual obligations;
- (c) must pay suppliers within 30 days of receipt of invoice or the period provided for in the contract; and
- (d) may not place orders with suppliers for goods and services to be received in the current financial year and arrange with suppliers to be invoiced and payment to be made in the next financial year, except in the case of a multi-year contract.

9. REGISTER OF COMPLAINTS AND ALLEGATIONS

9.1 The AO/AA must establish a procedure for the management of complaints and allegations of abuse in the SCM system, which must provide for—

- (a) the submission of written complaints/allegations of abuse in the SCM system; and
- (b) the establishment of a register of all complaints/allegations of abuse in the SCM system, in the format prescribed in Annexure B.

9.2 The chief financial officer of the institution must report a complaint/allegation of abuse in the SCM system that implicates the AO/AA to the relevant treasury within 14 days of receipt of the complaint/allegation, by the institution.

10. INVESTIGATE COMPLAINTS AND ALLEGATIONS

10.1 The AO/AA—

- (a) must investigate a complaint/allegation of abuse in the SCM system, resolve and provide a response to the person who submitted the complaint/allegation by no later than 60 days after receipt of the complaint/allegation;
- (b) may extend the period mentioned in paragraph (a), up to 30 days and provide to the person who submitted the complaint/allegation written reasons for the extension and a status update at the time of the extension;

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- (c) must, if the investigation concludes that there has been an irregularity or that the irregularity is as a result of an alleged misconduct by an official, refer the matter for further investigation and processing;
- (d) must, where the investigation indicates any irregularity by a person, act against the person in terms of the relevant prescripts and may in addition to the penalties/remedies provided for in the relevant prescripts, also implement remedial actions which may include but are not limited to—
 - (i) rejecting the bid;
 - (ii) cancelling the contract;
 - (iii) restricting the person from conducting business with the State;
 - (iv) claiming damages (if any); and
- (e) must inform the relevant treasury and the AGSA of the outcome of the investigation and the proposed actions, within 30 days of completing the investigation.

10.2 If—

- (a) an institution receives a complaint/allegation that implicates the AO/AA or a member of the AA; or
- (b) during the investigation of a complaint/allegation, it is established that the AO/AA or a member of the AA is implicated,

the chief financial officer must submit the complaint/allegation to the relevant treasury with all the evidence for investigation.

10.3 The relevant provincial treasury must submit a report of the outcomes of investigations, received from its provincial departments and public entities listed in Schedules 3C and 3D to the PFMA, to its provincial legislature on a quarterly basis.

10.4 The National Treasury must submit a report of the outcomes of investigations, received from national departments, constitutional institutions and public entities listed in Schedules 2, 3A and 3B to the PFMA, to Parliament on a quarterly basis.

10.5 The relevant treasuries must submit the quarterly reports referred to in paragraphs 10.3 and 10.4 by the 15th day of the month following the end of the quarter.

10.6 The relevant treasury—

- must investigate a complaint/allegation that implicates the AO/AA not later than 60 days after the receipt of the complaint/allegation; and

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- (b) may extend the period mentioned in paragraph (a), up to 30 days, and provide to the person who made the allegation/complaint written reasons for the extension and a status update at the time of the extension.

10.7 The relevant treasury must submit a report to the executive authority, AGSA and Parliament/provincial legislature of the outcome of the investigation of the complaint/allegation against the AO/AA, and the proposed actions for consideration by the relevant functionary for purposes of resolution or remedial actions or both.

11. MONITORING

The relevant treasury must monitor and assess the implementation of this Instruction by institutions.

12. APPLICABILITY

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

13. REPEAL

This Instruction repeals the following Instructions, Practice Notes and Circulars:

- (a) National Treasury SCM Instruction Note 3 of 2016/17;
- (b) Instruction Note No 32 dated 31 May 2011 related to enhancing compliance monitoring and improving transparency and accountability in Supply Chain Management (SCM);
- (c) Supply Chain Management Circular postponing implementation of certain paragraphs in Instruction Note No 32 dated 31 May 2011 related to enhancing compliance monitoring and improving transparency and accountability in Supply Chain Management (SCM);
- (d) Practice Note No 7 of 2009/2010 dated 2 October 2009 and the SBD4 document;
- (e) Practice Note No SCM 5 of 2006 on the restriction of suppliers and augmentation of general conditions of contract;
- (f) National Treasury Practice Note Supply Chain Management: Prohibition of Restrictive Practices: Certificate of Independent Bid Determination; Standard Bidding Document (SBD 9); and
- (g) Practice Note No SCM 4 of 2006 on Standard Bidding Document: Declaration of bidder's past supply chain management practices (SBD 8).

14. EFFECTIVE DATE

14.1 This Instruction takes effect on 1 April 2022.

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- 14.2 Procurement processes that have commenced prior to the coming into effect of this Instruction must be concluded in accordance with the prescripts applicable at the time of invitation or advertisement.

15. DISSEMINATION OF INFORMATION

- 15.1 The AOs of national 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.
- 15.2 Heads officials of provincial treasuries must 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.
- 15.3 The AAs of Schedule 2, 3B and 3D public entities must bring the contents of this Instruction to the attention of the chief financial officers, heads of supply chain management and supply chain management officials of their public entities.

16. AUTHORITY FOR THIS SCM INSTRUCTION

This Instruction is issued in terms of section 76(4)(b), (c) and (g) of the Public Finance Management Act, 1999.

17. CONTACT INFORMATION

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

Email: epo@treasury.gov.za



MR MOLEFE-ISAAC FANI

ACTING CHIEF PROCUREMENT OFFICER

DATE: 2022/03/31

Cc: Auditor-General South Africa