



the dti

Department:  
Trade and Industry  
REPUBLIC OF SOUTH AFRICA

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*Enquiries: Elias Malapane*  
Tell: 012 394 1401

**ALL ACCOUNTING OFFICERS  
ALL ACCOUNTING AUTHORITIES  
ALL CHIEF FINANCIAL OFFICERS  
ALL HEADS OF PROVINCIAL TREASURIES  
ALL PROVINCIAL ACCOUNTANTS-GENERAL**

Dear Sir / Madam,

In terms of the National Treasury Practice Note No, 9 of 2007/2008, accounting officers are required to utilize the revised Standard Bidding Document for NIP obligation (SBD 5) when inviting bids that are estimated to be in excess of R10 million (Ten million Rands) and, bidders are required to complete, sign and submit the Standard Bidding Document (SBD 5) together with the bid documentation to the purchasing entity at the closing date and time of the bid. **The SBD 5 forms need not be signed by the dti prior to submission with the bid documentation.**

After the award has been made, accounting officers and authorities are required to furnish the dti with the details of the awarded contract, clearly stating the following:

- tender number
- description of the goods, works or services,
- date on which the contract was awarded,
- name, address and contact details of contractor,
- value of the contract, and
- imported content of the contract if possible.



The above information must be forwarded to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days of the award of any such contracts. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme, and all other enquiries relating to this matter.

Your cooperation in this regard will be highly appreciated.

Yours faithfully,



05-06-2009

Siphso Zikode

Acting Deputy Director General  
Enterprise Industry Development Division