

Name of the researcher...Xavia Poswa.....

Name of the municipality Amahlathi local municipality.....

Province.....Eastern Cape.....

National Treasury classification...B3.....

Population size...122 778.....

Budget...R201 Million...(2020-2021).....

1. Does the municipality have a functional website? Does the website have a dedicated page for procurement information, which can be accessed without registration?

- a. Yes, the municipality has a functional website with a dedicated page for procurement information, and this information can be accessed without registration.
- b. Yes, the municipality has a functional website but the website has no procurement information or the municipality has a functional website with a dedicated page for procurement information but registration is required to access this information.
- c. No, the municipality does not have a functional website.

Answer: A

Source: <https://www.amahlathi.gov.za/tenders-rfq/awarded-tenders-rfq/> (accessed on 3 November 2020)

Comments: The municipality does have a functional website with a dedicated page for procurement information and this information can be accessed without registration. This information is not however, categorised in a neat fashion. See the source above.

2. Does the municipality publish tender notices?

- a. Yes, the municipality publishes tender notices and the list of tender notices seems complete.
- b. Yes, the municipality publishes tender notices but the list of tender notices has obvious gaps or the list seems incomplete.
- c. No, there are no tender notices on the municipality's website.

Answer: A

Source: <https://www.amahlathi.gov.za/tenders-rfq/>
<https://etenders.treasury.gov.za/content/re-advert-conversion-old-tennis-court-site-keiskammahoek-shopping-complex> (accessed on 3 November 2020)

Comments: The municipality has published a number of tender notices on its website applicable to the period under review. These notices only contain information regarding submission timeframes and the location of the department where more information about the tender will be provided. The first hyperlink does not connect you directly to these tender notices, it only takes you to the page on the website where you have to manually click on the tenders/RQF section in order to view the tender notices. See below an example of what appears once you click on the tenders/rqf section.

2020 FRI 21
07
AUG

DOCUMENT FOR LOCAL SMME CONTRACTOR
SCM 15/2019/20
8:00 Am - 12:00 Pm (21) GMT Amahlathi Local Municipality, Cnr Maclean And Hill Street, Stutterheim, Eastern Cape, South Africa
Tender Type: quotations, tenders Department: amahlathi local municipality

2020 FRI 21
07
AUG

ADVERT FOR KKHOKH PAVING
SCM 15/2019/20
8:00 Am - 12:00 Pm (21) GMT Amahlathi Local Municipality, Cnr Maclean And Hill Street, Stutterheim, Eastern Cape, South Africa
Tender Type: quotations, tenders Department: amahlathi local municipality

 **SUBMISSION TIMEFRAME**
7 (Friday) 8:00 am - 21 (Friday) 12:00 pm GMT

 **DEPARTMENT LOCATION**
Amahlathi Local Municipality
Cnr Maclean and Hill Street, Stutterheim, Eastern Cape, South Africa

3. Does the municipality publish tender specifications for tender notices on its website, can they be downloaded free of charge?

- Yes, the municipality publishes tender specifications on its website, which are downloadable free of charge.
- Yes, the municipality publishes tender specifications, which are downloadable free of charge but only for some tender notices or the municipality publishes tender specifications but it imposes a cost to access the specifications.
- No, the municipality does not publish tender specifications.

Answer: C

Source: <https://etenders.treasury.gov.za/content/re-advert-conversion-old-tennis-court-site-keiskammahoek-shopping-complex> (accessed on 3 November 2020)

Comments: The municipality does not publish tender specifications on its website. The tender notice that was published on the eTender portal stated that bid documents are available at the municipality's office but did not specify whether a fee was required or not. See example below.

Tender Information	
Tender Information:	
Contacts	
<p>Bid Number: SCM23/201-20 Bid Description: RE-ADVERT CONVERSION OF THE OLD TENNIS COURT SITE IN KEISKAMMAHOEK INTO A SHOPPING COMPLEX Name of Institution: AMAHLATHI LOCAL MUNICIPALITY Place where goods, works or services are required:</p>	
<p>Date Published: 14 OCTOBER 2020 Closing Date / Time: 06 NOVEMBER 2020 Enquiries: Contact Person: MR M. MAKUNGA Email: onkem186@gmail.com Telephone number: 043 492 1280 FAX Number: 043 683 1127</p>	
<p>Where bid documents can be obtained: Website: Physical Address: Cnr Dragon & Brownlee Street, Stutterheim,4930 Where bids should be delivered: Physical Address: Cnr DRAGON & Brownlee Street, Stutterheim,4930</p>	
<p>Briefing Session A compulsory / Optional briefing session will be held on: Date: Time: Venue:</p>	
<p>Special Conditions:</p>	

- 4. Does the municipality publish the name of companies or individuals who win tenders on its website? Does it do so on time (i.e. within five working days after the award)?**
- Yes, the municipality publishes information about who wins tenders within five working days.
 - Yes, the municipality publishes information about who wins tenders but after five working days or the list of names of companies or individuals who won the tender has obvious gaps or seems incomplete.
 - No, the municipality does not publish information about who wins tenders.

Answer: B

Source:

https://www.amahlathi.gov.za/download/tenders/awarded_tenders/2020/20022020/Informal%20Tenders%20as%20at%2031%20December%202019.pdf (accessed on 3 November 2020)

Comments: The municipality publishes information about who wins tenders but not within a five day working period. The municipality publishes this information after a couple of months the tender has been awarded. For example, in the source above, the tenders were awarded on different dates and months in 2019. However, the information was published on the website on the 20th of February 2020. See below an example of this. This information is not published on the eTender portal.

Awarded Tenders/RFQ

Home / TENDERS/RFQ

 Formal Tenders as at 30 June 2020	16th Oct 2020 Size: 11 KB
 Informal Tenders as at 30 June 2020	16th Oct 2020 Size: 195 KB
 Formal Tenders as at 31 December 2019.pdf	20th Feb 2020 Size: 8 KB
 Informal Tenders as at 31 December 2019.pdf	20th Feb 2020 Size: 8 KB

5. Do tender specifications remain accessible on the website after the contract has been awarded for the duration of the contract?

- a. Yes, the tender specifications remain accessible on the website after the contract has been awarded for the duration of the contract.
- b. Yes, the tender specifications remain accessible on the website after the contract has been awarded but not for the entire duration of the contract or not all tender specification information remains accessible on the website for the entire duration of the relevant contracts.
- c. No, the tender specifications are removed after the award of the contract or the municipality does not publish tender specifications.

Answer: C

Source:

Comments: The tender specifications are not published on the municipality's website or the eTender portal.

6. Does a municipality publish the price of the contract?

- a. Yes, the municipality publishes the price of the contract.
- b. Yes, the municipality publishes the price of the contract but does not seem to publish the price of contracts for all tenders
- c. No, the municipality does not publish the price of the contract.

Answer: A

Source:

https://www.amahlathi.gov.za/download/tenders/awarded_tenders/2020/10.%20October/16102020/Formal%20Tenders%20as%20at%2030%20June%202020.pdf
(accessed on 3 November 2020)

Comments: The municipality does publish the price of the contract. In the source above, the amounts of several contracts are provided. Although this project is only considering big contracts with a starting value of over R200 000, the municipality publishes the prices of contracts awarded that fall below the value of R200 000.

7. Does the municipality publish any information on how the project will be implemented, for instance, timelines and deliverables, otherwise known as service delivery agreements or implementation plans?

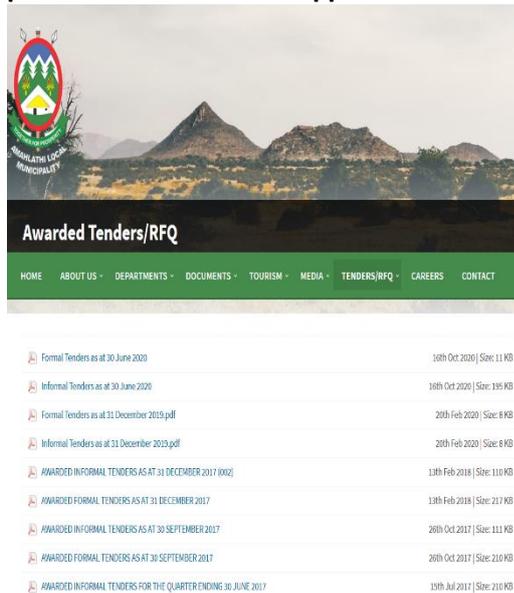
- a. Yes, the municipality publishes information on how the project will be implemented.

- b. Yes, the municipality publishes information on how the project will be implemented, but the list of service delivery agreement or implementation plans has obvious gaps or the list seems incomplete.
- c. No, the municipality does not publish information on how the project will be implemented.

Answer: C

Source: <https://www.amahlathi.gov.za/tenders-rfq/>

Comments: The municipality does not publish information on how the project will be implemented. The website of the municipality does not have a section/page containing information about service level agreements or implementation plans. Also, this information is not published on the eTender portal. See below what appears on the website once you click on the tenders/RQF page.



8. Does the municipality publish procurement information on both its website and the eTender portal?

- a. Yes, the municipality publishes procurement information on both its website and the eTender portal.
- b. Yes, the municipality publishes procurement information on both its website and the eTender portal but the information on these two platforms does not correspond.
- c. No, the municipality only publishes procurement information on either its website or the eTender portal.
- d. No, the municipality does not publish procurement information on either its website or the eTender portal.

Answer: B

Source:

Comments: The municipality publishes information on its website and the eTender portal. However, the information on the website is much more extensive than the one published in the eTender portal. See examples below

Category	Tender Description	Tender No.	Date published	Closing date & time
Other service activities	RE-Advert: Conversion of Old Tennis Court Site in Keiskammahoek into a Shopping Complex	SCM/23/2019-20	14/10/2020	06/11/2020 - 12:00pm

Formal Tenders as at 30 June 2020	16th Oct 2020 Size: 11 KB
Informal Tenders as at 30 June 2020	16th Oct 2020 Size: 195 KB
Formal Tenders as at 31 December 2019.pdf	26th Feb 2020 Size: 6 KB
Informal Tenders as at 31 December 2019.pdf	26th Feb 2020 Size: 6 KB
AWARDED INFORMAL TENDERS AS AT 31 DECEMBER 2017 (902)	13th Feb 2018 Size: 116 KB
AWARDED FORMAL TENDERS AS AT 31 DECEMBER 2017	13th Feb 2018 Size: 217 KB
AWARDED INFORMAL TENDERS AS AT 30 SEPTEMBER 2017	26th Oct 2017 Size: 111 KB
AWARDED FORMAL TENDERS AS AT 30 SEPTEMBER 2017	26th Oct 2017 Size: 216 KB
AWARDED INFORMAL TENDERS FOR THE QUARTER ENDING 30 JUNE 2017	13th Jul 2017 Size: 216 KB

General assessment:

a) What is your overall impression on how easy it is to navigate the municipal website to find procurement information? Rate out of 10?

It was relatively easy to navigate through the website after a few clicks. Some of the information I was looking for is available but it is not organised properly. I give the municipality a 6/10.

b) Any tips on how the municipality could improve citizens' access to procurement information on its website?

I would suggest the municipality create categories within its procurement page in a logical and clear manner. For example, tenders awarded are grouped together with bid registers from previous years. Also, the municipality should consider publishing tender notices containing relevant information on its website.

c) Are there any best practices in the municipality which can be shared with other municipalities?

This municipality extensively publishes the list of names of companies that have been awarded tenders quite regularly.

d) Are there any other issues that caught your attention when undertaking the assessment?

Not really, I think an ordinary member of the public trying to access procurement information on this website should exercise patience as it requires a few clicks for one to begin to understand how the website functions and where the information is located.