

Name of the researcher	Melissa NS Ziswa
Name of the municipality	Emalahleni
Province	Mpumalanga
National Treasury classification	B1
Population size	395 466 (2011)
Budget	R3 144 176 390 (2017/18)

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

- Yes, the municipality has a functional website with a dedicated page for procurement information, and this information can be accessed without registration.
- 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.
- No, the municipality does not have a functional website.

Answer: a

Source: <https://www.emalahleni.gov.za/v2/tender-notice>

Comments: Emalahleni municipality has a functioning website that has procurement information. This information does not appear to be readily available. This information can either be accessed by clicking on the notices tab and then further clicking on the tender notices page. Procurement information can also be accessed by clicking the documents tab. Under there is also information on tenders.



2. Does the municipality publish tender notices?

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

Answer: b

Source: <https://www.emalahleni.gov.za/v2/tender-notices?start=7>
<https://www.emalahleni.gov.za/v2/tender-notices?start=0>
<https://www.emalahleni.gov.za/v2/documents/category/77-2018-19-closed-tenders>

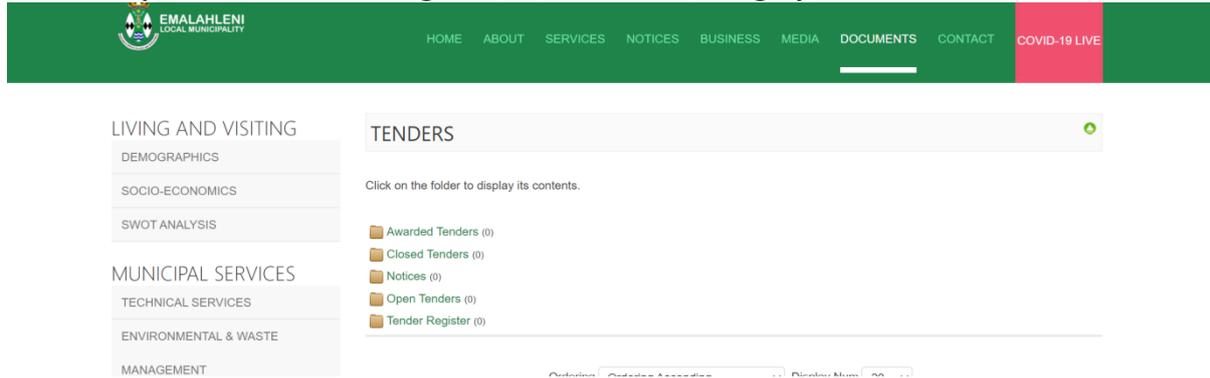
The screenshot shows the website header with navigation links: HOME, ABOUT, SERVICES, NOTICES, BUSINESS, MEDIA, DOCUMENTS, CONTACT, and a red 'COVID-19 LIVE' button. A sidebar on the left lists 'Services' with sub-items: Service interruptions, Payments, Public notices, and Tender Notices. The main content area features a green header for a notice: 'NOTICE ON THE SUSPENSION OF ALL TENDERS ADVERTISED AND CLOSING DURING THE LOCKDOWN PERIOD OF 26 MARCH 2020 – 16 APRIL 2020 DUE TO THE COVID-19 PANDEMIC'. Below this is a 'Tenders Notice' section with a dark grey bar containing the hashtags #TENDER NOTICES, #LOCKDOWN, and #SUSPENSION, and a green 'Read more...' button. The next notice is titled 'APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF FUEL, REPAIRS AND MAINTENANCE OF FUEL STATION AND PROVISION OF A FUEL MANAGEMENT SYSTEM COMPONENTS/ITEMS FOR A PERIOD OF 36 MONTHS', dated 23 Mar 2020 and written by Super User. The text of this notice states: 'Emalahleni Local Municipality hereby invites service providers for the supply and delivery of fuel, repairs and maintenance of fuel station and provision of a fuel management system components/items for a period of 36 months. Tender documents with full specifications will be made available and can be obtained from www.emalahleni.gov.za or www.etenders.gov.za as from Tuesday, 24 March 2020.' A second 'Read more...' button is visible below the notice.

Comments: The website publishes tender notices however this list under the notices tab seems incomplete since there is only one tender notice between March 2020 and August 2020. It is important to note that this notice was posted on the 23rd of March. It appears there were other tender notices advertised between the 26th of March and the 16th of April but a notice suspending all tenders advertised during this lockdown period was posted. There is no record on the website of any tender notices from that period onwards. Nevertheless, in a separate folder for closed tenders, there are a number of tender notices from the period before the lockdown. These date back to 2016.

- 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://www.emalahleni.gov.za/v2/documents/category/1-tenders>

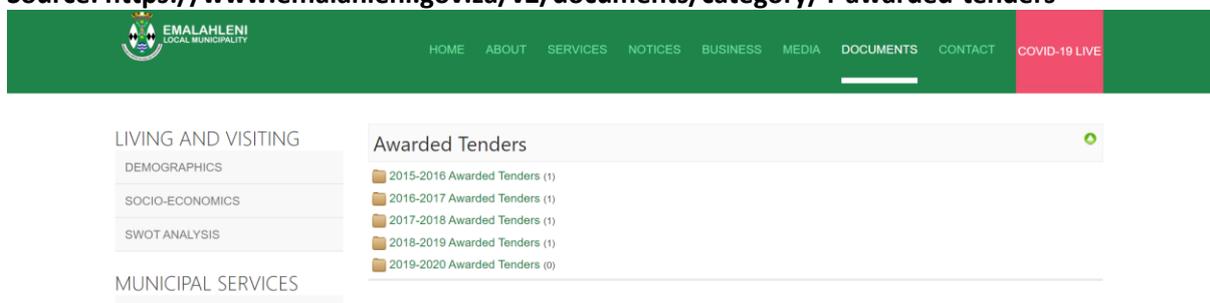


Comments: The Emalahleni municipality's website does not public any tender specifications for its tender notices. There are also no tender specifications for Emalahleni municipality on the eTender portal.

- 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: c

Source: <https://www.emalahleni.gov.za/v2/documents/category/4-awarded-tenders>



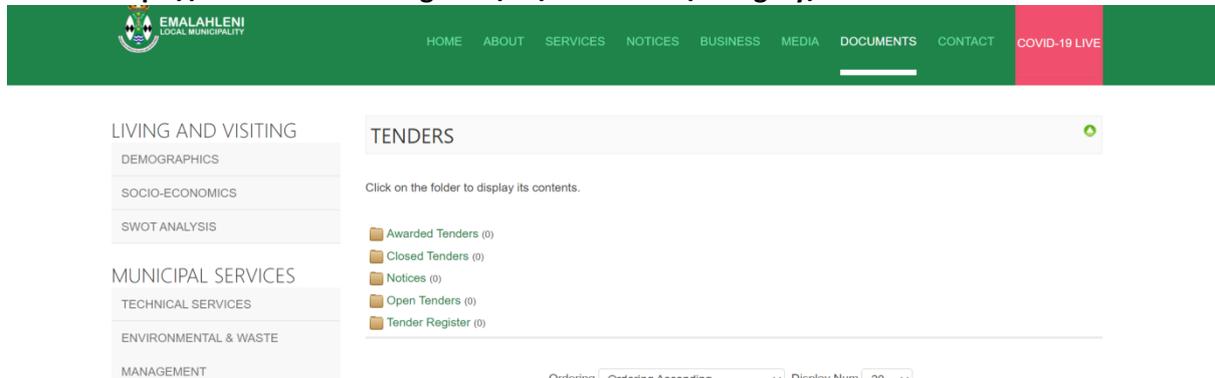
Comments: The website does not publish information of the parties who won the tenders for the period covered by this study. This information is only published annually and the information of the parties who won the tenders for the period that is being investigated in this study is still to be uploaded. The website currently only has the name of parties who won tenders from 2015 to May 2019.

- 5. Do tender specifications remain accessible on the website after the contract has been awarded for the duration of the contract?**
- Yes, the tender specifications remain accessible on the website after the contract has been awarded for the duration of the contract.
 - 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: <https://www.emalahleni.gov.za/v2/documents/category/1-tenders>



Comments: The Emalahleni municipal website does not publish any tender specifications for its tender notices.

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

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

Answer: c

Source: <https://www.emalahleni.gov.za/v2/documents/category/85-2019-2020-awarded-tenders>

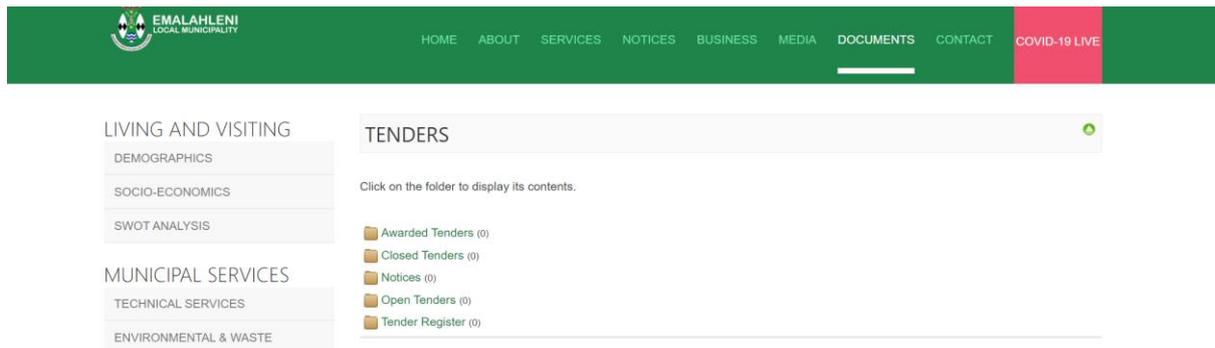
Comments: The website does not publish the price of contracts. Nevertheless, the website has published these prices for the previous years, a period which is not for review in this assessment, namely 2015 to May 2019. The prices appear to be published annually and those for September 2019 to August 2020 are yet to be published on the website.

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?

- Yes, the municipality publishes information on how the project will be implemented.
- 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.
- No, the municipality does not publish information on how the project will be implemented.

Answer: c

Source: <https://www.emalahleni.gov.za/v2/documents/category/1-tenders>

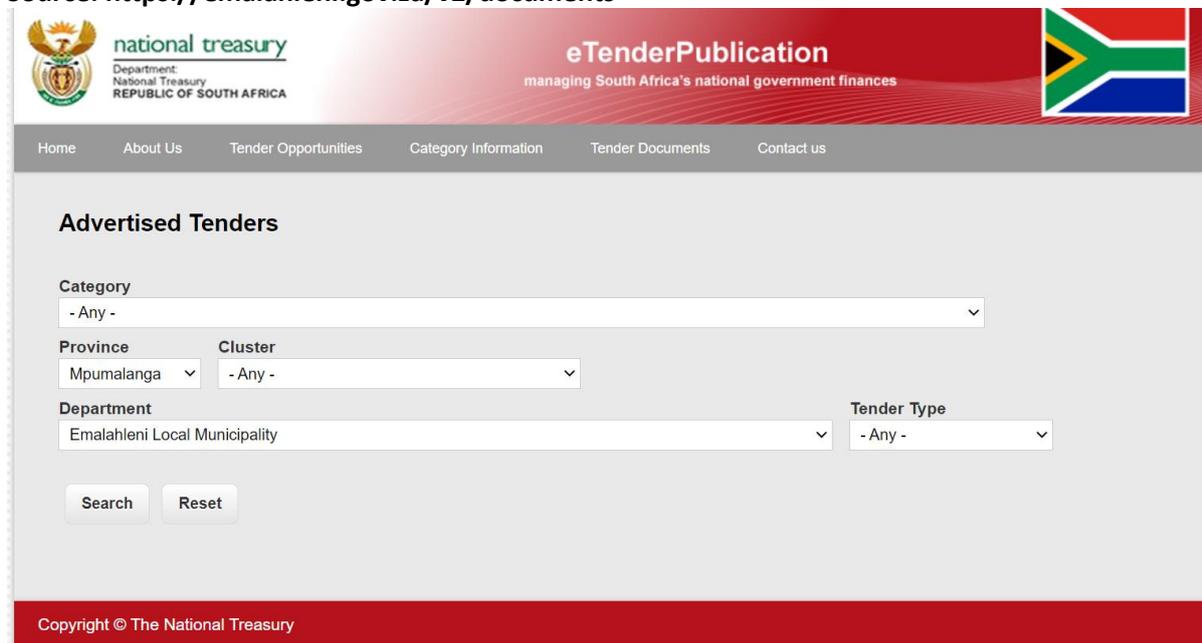


Comments: The website does not publish information on how the project will be implemented. This information is not there on the procurement page where such information should be available.

- 8. Does the municipality publish procurement information on both its website and the eTender portal?**
- Yes, the municipality publishes procurement information on both its website and the eTender portal.
 - Yes, the municipality publishes procurement information on both its website and the eTender portal but the information on these two platforms does not correspond.
 - No, the municipality only publishes procurement information on either its website or the eTender portal.
 - No, the municipality does not publish procurement information on either its website or the eTender portal.

Answer: c

Source: <https://emalahleni.gov.za/v2/documents>



Comments: The Emalahleni municipality only publishes procurement information on its website but it does not publish the information on the e portal.

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 a bit challenging to navigate the municipal website to find where the procurement information is. There is no tab to direct you to the tender or procurement information. I had to look around first and I only found the information under the documents tab. For that reason I rate the website 8 out of 10.

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

The municipality can improve citizens' access to procurement information by adding a tab titled procurement/tenders on the home page to direct one to procurement information.

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

Once one finds where the procurement information is, the website has different folders for open, closed and awarded tenders. This made it relatively easy to find the different information.

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

I noticed that there is some procurement information under the notices tab. Before I found the tenders tab under documents I thought this was all the procurement information on the Emalahleni municipal website. Perhaps all the procurement information should be combined and stored in one tab to avoid the confusion.
