

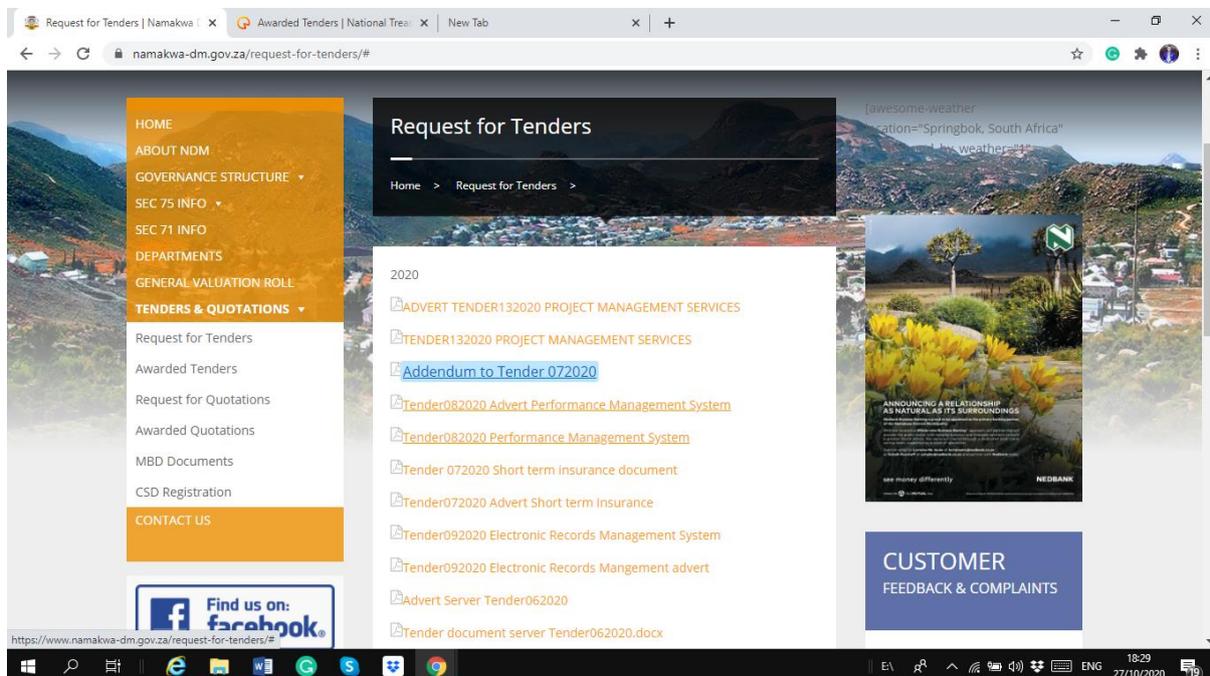
**Name of the researcher:** Curtly Stevens  
**Name of the municipality:** Namakwa District Municipality  
**Province:** Northern Cape  
**National Treasury classification:** Category C1  
**Population size:** District has a population of 139 370, which is 10.4 % of the total population of the Northern Cape Province.

**Budget:** Operating revenue = R 72 725 133; Operating expenditure = 64 785 487 Budget year (2020/21) page 5 available at <https://www.namakwa-dm.gov.za/wp-content/uploads/2020/07/Executive-Summary-Final-Annual-Budget-202021-29062020-Final.pdf>

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.namakwa-dm.gov.za/request-for-tenders/#> (accessed 27 October 2020).



**Comments:** As at 27 October 2020, the municipality had a functional website with a dedicated page for procurement information under the tab 'Tender & Quotations'. This particular page provides information on tender notices under the title 'request for tenders'. It also provides a register for awarded tenders and requires each bidder to complete a declaration of interest survey at

<https://namakwa-dm.gov.za/wp-content/uploads/2017/07/MBD-4-Declaration-of-Interest.pdf> It also has a dedicated link to the Central Supplier Database of National Treasury. The public could access the website without the need to register.

**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.namakwa-dm.gov.za/request-for-tenders/#> (accessed 27 October 2020).

**Comments:** As of 27 October 2020, tender notices for the period 2018-2020 were available on the municipality's website under the tab 'Request for Tenders'. The list seems complete.

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

- a. Yes, the municipality publishes tender specifications on its website, which are downloadable free of charge.
- b. 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.
- c. No, the municipality does not publish tender specifications.

**Answer: B**

**Source:** <https://www.namakwa-dm.gov.za/wp-content/uploads/2019/03/Security-Cameras-Calvinia-Offices.pdf> (accessed 27 October 2020).

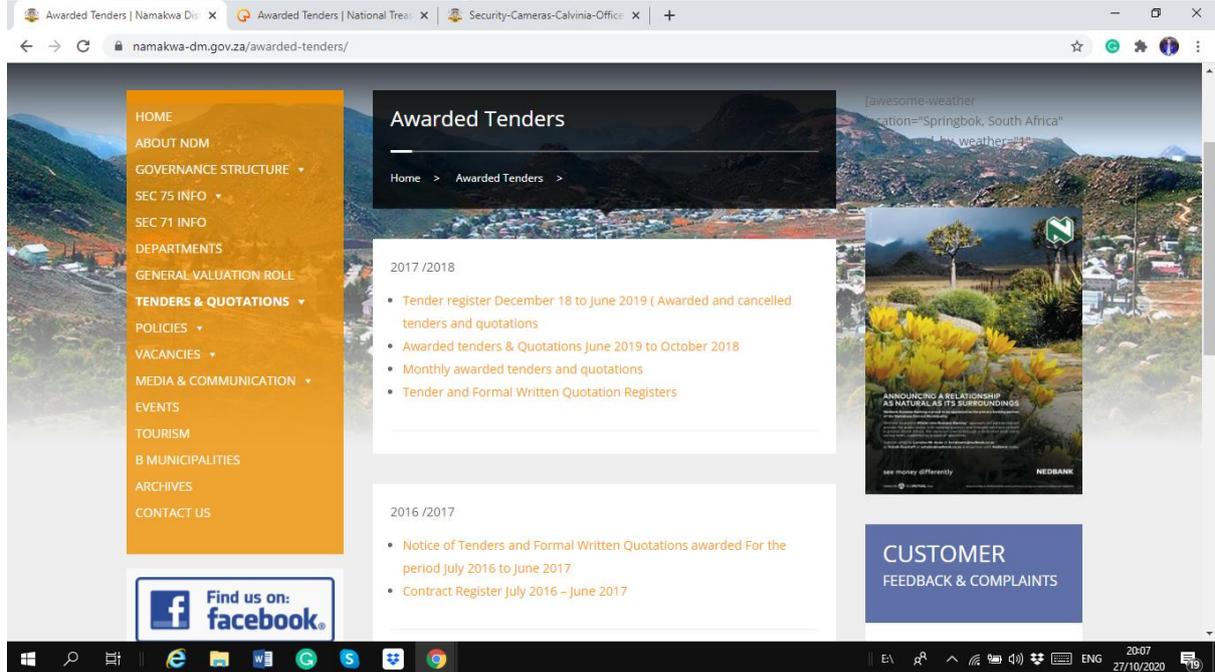
**Comments:** The municipality only published tender specifications for certain tenders, which are downloadable free of charge. For example, under the heading 'Description of Work' Part C tender specifications for a Tender 16/2019 were accessible on the municipality's website at <https://www.namakwa-dm.gov.za/wp-content/uploads/2019/04/Tender162019-Municipal-Panel-of-Audit-Experts.pdf> (accessed 27 October 2020). See also, Notice 13/2019 – Part C 'Scope of Work' available at <https://www.namakwa-dm.gov.za/wp-content/uploads/2019/03/Security-Cameras-Calvinia-Offices.pdf> (accessed 27 October 2020).

**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)?**

- a. Yes, the municipality publishes information about who wins tenders within five working days.
- b. 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.
- c. No, the municipality does not publish information about who wins tenders.

**Answer: C**

Source: <https://www.namakwa-dm.gov.za/awarded-tenders/> (accessed 27 October 2020).



**Comments:** As at 27 October 2020, the municipality's website did not have information on tender awards for the period under review (2019-2020). Thus, the selection of option C. Aside from the period under review, tender awards for 2017/18; 2016/17; 2015/16 and 2014/15 was accessible on the municipality's website. Tender awards are published monthly collectively as a registered list on the municipality's website. In other words, tender awards are not published separately within five working days after the award of each tender, see example at <https://www.namakwa-dm.gov.za/wp-content/uploads/2018/08/Monthly-awarded-tenders-and-quotations.pdf> (accessed 27 October 2020).

**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:** <https://www.namakwa-dm.gov.za/wp-content/uploads/2019/04/Tender162019-Municipal-Panel-of-Audit-Experts.pdf> / <https://www.namakwa-dm.gov.za/wp-content/uploads/2019/07/Tender-register-December-18-to-June-2019-Awarded-and-cancelled-tenders-and-quotations.pdf> (accessed 27 October 2020).

**Comments:** Note, no tender specifications relating to awarded tenders was available on the municipality's website, particularly for the period under review (2019-20). See also, the answer at question 4. The selection of option C is thus appropriate. However, it must be pointed out that tender specifications remained available on the municipality's website after the tender has been

awarded. For example, in respect of tender16/2019, the tender specifications remained available on the municipality's website after the tender was awarded.

**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: C**

**Source:** <https://www.namakwa-dm.gov.za/wp-content/uploads/2019/07/Tender-register-December-18-to-June-2019-Awarded-and-cancelled-tenders-and-quotations.pdf>

**Comments:** Tenders awarded between 1 September 2019 – 31 August 2020 (period under review) contract prices were not available on the municipality's website, as of 27 October 2020. Hence, the selection of option C. The municipality did, however, publish the contract prices for the award of each tender for 2017/18 financial year.

**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.namakwa-dm.gov.za/wp-content/uploads/2019/04/Tender162019-Municipal-Panel-of-Audit-Experts.pdf> (accessed 27 October 2020) - See **PART C1 of the Contract.**

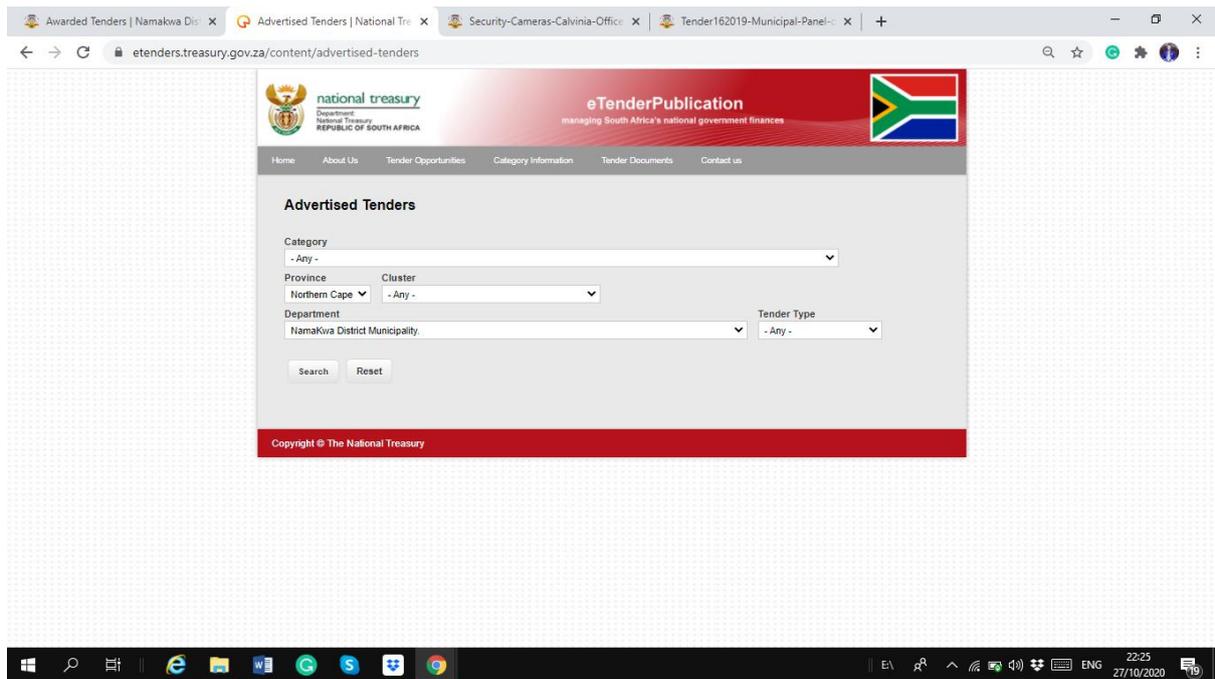
**Comments:** Beyond the standard contractual terms (note: this is not the negotiated terms) and specifications, the municipality did not publish information on how a particular project will be implemented by a successful bidder. Unfortunately, this information was not accessible on the municipality's website.

**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 websites 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: C**

**Source:** <https://www.namakwa-dm.gov.za/awarded-tenders/#> / <https://etenders.treasury.gov.za/content/advertised-tenders> (accessed 27 October 2020).



**Comments:** As of 27 October 2020, no procurement information of Namakwa DM was available on the eTender Portal. The municipality only published its procurement information on its website at <https://www.namakwa-dm.gov.za/awarded-tenders/#>

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**General assessment:**

a) What is your overall impression on how easy it is to navigate the municipal website to find procurement information? The municipality's website is user friendly, with clearly marked category or internet tabs for procurement related information. I would score the municipality 6/10.

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b) Any tips on how the municipality could improve citizens' access to procurement information on its website? The municipality could improve the citizens' access to procurement information by making available the negotiated (service delivery agreement) on its website. More broadly, the municipality has not published any procurement information for the past year or so. This raises the question of why there was this sudden stop given that the municipality used to publish information before

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c) Are there any best practices in the municipality which can be shared with other municipalities?  
None

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d) Are there any other issues that caught your attention when undertaking the assessment? The monthly release of information on successful bidders (not released within five days after award of tender) is an issue that caught my attention.

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