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Name of the municipality: Polokwane Municipality

Province: Limpopo

National Treasury classification: B1

Population size: 797 127 (as at 2016, the latest information available)¹

Budget: R5.4 billion for the 2019/20 budget year.²

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.

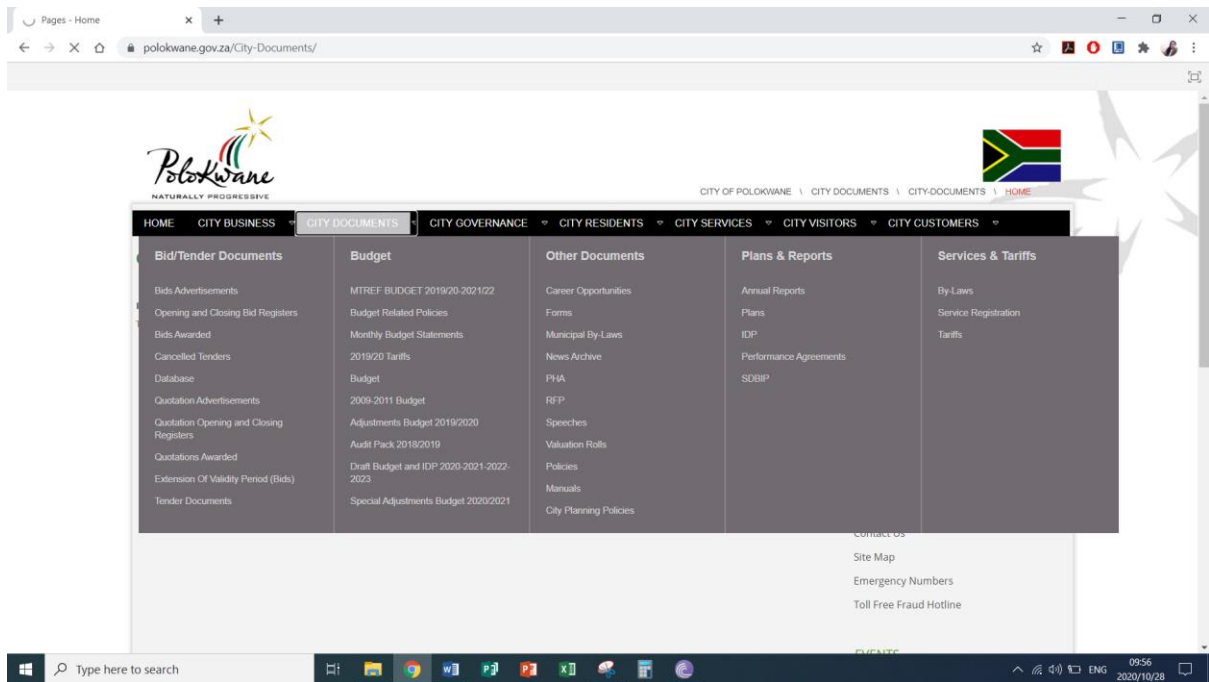
Answer: A

Source: <https://www.polokwane.gov.za/tender-documents>

Comments: Under the heading called 'city documents' on the website, all procurement information is easily identifiable under the sub-heading 'bid/tender documents'. The sub-heading contains various procurement related information such as bid advertisements, opening and closing bid registers, bids awarded, cancelled tenders, database, quotation advertisements, quotation opening and closing registers, extension of validity periods for bids, and tender documents.

¹ Municipalities of South Africa 'Polokwane local municipality' available at <https://municipalities.co.za/demographic/1121/polokwane-local-municipality> (accessed 4 November 2020).

² Polokwane Municipality *Polokwane Municipality: Medium Term Revenue and Expenditure Framework 2019/2020 to 2021-2022* (2020) 14.



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.polokwane.gov.za/tender-documents>

Comments: The tender notices that appear on the website, on the face of it, appears to be incomplete. It is not clear on face value for which months the specific tenders were made available. Some of the bids from 2018 and 2019 have closing dates as late as 7 December 2020. Tender notices also do not have titles with subject headings (as do tender notices that are published on other municipalities websites) thus making it difficult to identify the nature of the tender when browsing through all of the tender documents. Though the municipality is arguably transparent given that they publish tender notices on the website, transparency is undermined by *how* this information is conveyed to the public. This has not so much to do with the substantive part but the process that is followed in publishing the information. The nature of the tender should be clear in the subject of the tender notices to avoid any cumbersome processes whereby an individual will have to search through all of the tender notices to find a specific tender notice that interests him or her.

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: A

Source: <https://www.polokwane.gov.za/tender-documents>

Comments: The municipality publishes tender documents on their website. The tender documents contain tender specifications under the subject heading 'bid specifications' (see the example below). The information may be accessed free of charge.

BID NUMBER: PM17/2020

BID SPECIFICATIONS

BID DESCRIPTION: SUPPLY AND DELIVERY OF DISASTER RELIEF MATERIALS FOR PERIOD OF THREE (03) YEAR

BID SPECIFICATIONS

1 x: 4 x 3m- Side wall height 1.25m, total height 1.8m, Awning of Tent made of Polypropylene with Still frame and p.e ground sheet. Tool Kit-1 x Hammer and Carry Bag

1 x: 6 x 4m - Salvage sheets.(Except white dominant Colour)

1 x: 190 x 220cm- Microfiber–super soft warm ideal for Summer and Winter Blankets 90% Acrylic and 10% Polycotton (Mixed Colors).

1 x: 12 Led Compact Lantern for Home/Camping/fishing and hiking powered by 4 x AA Batteries (Alkaline with High tech devices) Included

1 x: (1880 X 910 X 150mm-) Economy Foam Mattress (150mm thick- Single),

1 x: Hygiene Pack

Antibacterial hygiene bath Soap (75g x 2); Tooth Paste General Herbal /all in One (150ml x 2), Tooth Brush general/ (Multi-care x 2); Washing Cloth/Towel, (Size 30x30cm x 2), Washing/Powder Soap, (2kg x 1); Roll-On, 48h x Antiperspirant (50ml x 2); Body Lotion, Natural Moisturizer (400ml x 2); Vaseline Blue Seal (Pure Petroleum Jelly (450ml x 1); 2 x Single-Ply Tissue Rolls

1 x: Mobile Shack:

- IBR Aluminium Coated Metal sheets panels of 0.50 or 0.53 Z/AC thick
- The width of the shelter must be 4m
- The breadth of the shelter must be 3m

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: B

Source: <https://www.polokwane.gov.za/City-Documents/Pages/Bids-Awarded.aspx>

Comments: While the municipality publishes the names of companies or individuals who obtained the tenders, it appears that the municipality does not publish this information after five working days but on a monthly basis. The 'bids awarded' section provides detailed monthly lists that contains the names of companies and individuals who won the tenders that closed during that particular month.

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: B

Source: <https://www.polokwane.gov.za/City-Documents/Pages/Adverts-for-Projects.aspx> (see page 128)

Comments: The municipality retains some of the tender specifications on the website, some of which dates back to 2015. However, the list of tenders seems incomplete as there is not a big volume of tender specifications that can be found on the website for 2020-2015. All of the information can be accessed on the same page. It is assumed that if the municipality kept records of every tender published for this period that there should be a number of pages as one web page would become insufficient.

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: B

Source: <https://www.polokwane.gov.za/City-Documents/Pages/Bids-Awarded.aspx>

Comments: The municipality publishes the price of the contract but the pricing raises questions. With certain awards, under the contract amount, the municipality sets out information about the 'budgeted amount' and 'combined rates'. Therefore, it is not clear what the actual amount of the tender is. Is the budgeted amount the amount that the service providers and the municipality indeed contracted for? See, for example, the bids awards for February 2020.

BIDS AWARDED- FEBRUARY 2020

BID NO.	BID DESCRIPTION	DATE OF AWARD	CONTRACT AMOUNT	SOURCE OF FUNDING	SERVICE PROVIDER	CONTRACT PERIOD	B-BBEE LEVEL
PM55/2019	Appointment of Three Service Providers for the Supply and Delivery of Uniform Personal Protective Clothing and Equipment for the Period of three Years	27.02.20	Budgeted Amount R5000 000.00 Combined Rates R83 071.31 Combined Rates R87 902.90	CRR	Madjjo Trading Enterprise Prosmira Developers (Pty) Ltd	03 Years	1 1
PM148/2019	Appointment of Two Service Providers to Supply and Delivery of Uniform for Fire Brigade, Traffic & Licensing .Security Services and Game Reserve for a period of three (03) years	27.02.20	Budgeted Amount R1 500 000.00 Combined Rates R120 221.01 Combined Rates R121 015.65	CRR	Phinorah Safety ware (Pty) Ltd Madjjo Trading Enterprise	03 Years	1 1

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.polokwane.gov.za/City-Documents/Pages/Bids-Awarded.aspx>

Comments: The municipality publishes procurement information like bids advertisements, opening and closing bid registers, bids awarded, cancelled tenders, quotation advertisements, quotation opening and closing registers, quotation awarded, extension of validity period for bids and tender documents. However, there is no information that appears on the website which deals with how the services will be carried out or the project will be implemented.

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: A

Source: <https://etenders.treasury.gov.za/content/advertised-tenders>
<https://www.polokwane.gov.za/City-Documents/Pages/Adverts-for-Projects.aspx>

Comments: The information that appears on the e-Tender portal and the municipality's website appears to correspond. Both of these platforms appear to provide a comprehensive list of the tenders that are available at the municipality.

General assessment:

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

Overall, the municipality scored well and in cases where it did not score well, their performance aligns with the overall trend of the municipalities in the survey. The municipality has a functioning website with procurement information that can be accessed free of charge, the procurement information remains available, the awards of contracts along with the prices are made available and there is consistency between the information made available on the municipality's website and on the e-Tender portal. However, my only criticism is that the municipality can improve the presentation style of the information. The procurement information is presented in a weak fashion: there are no subject headings or months of the year that can make it easier to navigate through the various tenders. It becomes a cumbersome practice searching for a particular tender as one would have to access all of the pdf tender documents to discern whether it is the tender that you are searching for. However, this does not detract from the fact that in most respects, the municipality performed well. For these reasons, I rate the municipality 7/10.

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

The above answer applies to this question as well.

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

There are no best practices that can be learned from this municipality.

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

Besides the issues that I have highlighted above, there were no other issues.
