

<b>Name of the researcher</b>	<b>PHUMLA HLATI</b>
<b>Name of the municipality</b>	<b>662 NW373: RUSTENBURG</b>
<b>Province</b>	<b>NORTH WEST PROVINCE</b>
<b>National Treasury classification</b>	<b>B1</b>
<b>Population size</b>	<b>549 575 (2011) 626 522 (2016) Estimate<sup>1</sup></b>
<b>Budget</b>	<b>2020/21 R5,2 billion <sup>2</sup></b>
<b>Website last accessed</b>	<b>30 October 2020</b>

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**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.rustenburg.gov.za/tenders/>

**Comments:**

- The municipality has a dedicated procurement page, accessible through the main municipal webpage. There is no need to register.
- The website itself is not user-friendly as it just lists tenders without any ordering per month. One must scroll down on a long list, and click on each tender to find out what month it is for.

**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:** (b)

**Source:** <https://www.rustenburg.gov.za/tenders/>

**Comments:**

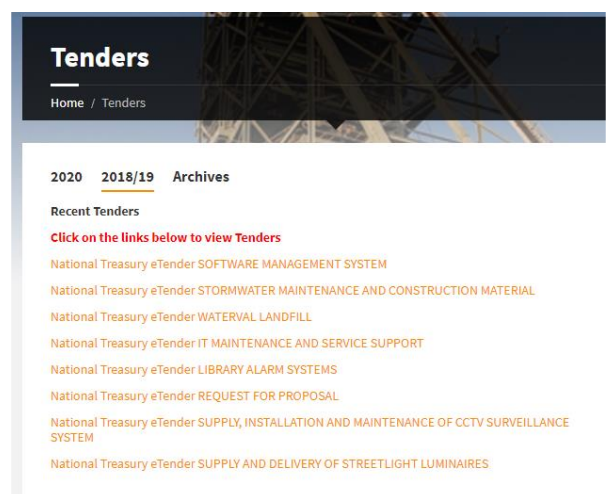
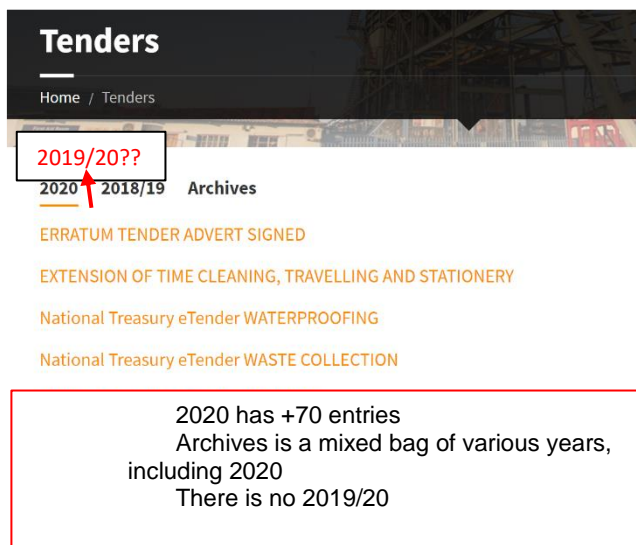
- Tender notices for 2020 and the preceding years are listed on the tenders page of the procurement page. The ordering is: 2020; 2018/19 and then Archives. 2019/20 is not listed in the main categories.

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<sup>1</sup> <https://municipalities.co.za/demographic/1191/rustenburg-local-municipality>

<sup>2</sup> [http://www.rustenburg.gov.za/Docs/Item\\_95\\_Approved\\_Budget\\_2020-2021\\_MTREF.pdf](http://www.rustenburg.gov.za/Docs/Item_95_Approved_Budget_2020-2021_MTREF.pdf) And [http://www.rustenburg.gov.za/Docs/Item\\_84\\_Final\\_Budget\\_2019-2020.pdf](http://www.rustenburg.gov.za/Docs/Item_84_Final_Budget_2019-2020.pdf)

- Whereas tenders for 2020 are listed, with +70 entries, the 2018/19 tab has eight entries. The eight entries were published in May 2019 and November 2019. In other words, for the whole of 2019, only two months appear in terms of published tenders, according to the list.
- For the period under review therefore, some months are missing for 2019 (September, October and December).
- The municipality also has a documents tab. Within this tab, tender documents can also be obtained. However, under the documents tab, information is all mixed up, and includes all types of documents. One must dig through the list.
- It is possible therefore that other tender notices for the period under review are available somewhere on the website (e.g. under archives or under documents), but the website is poorly structured, and information is poorly organized and all over the place, making it difficult to make this determination.



**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.

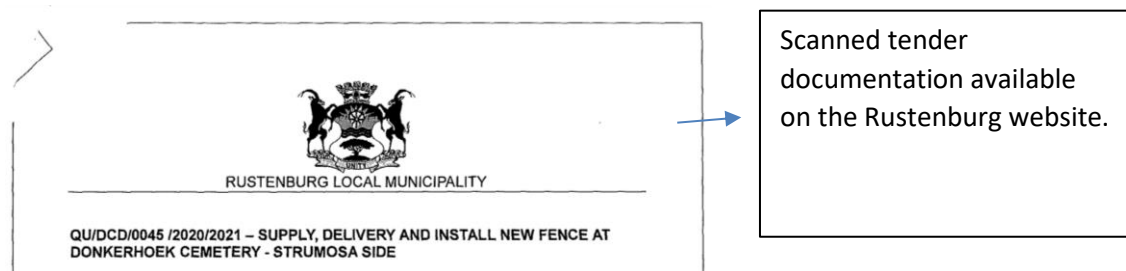
**Answer:** (b)

**Source:** <https://www.rustenburg.gov.za/tenders/>

eg1. <https://www.rustenburg.gov.za/wp-content/uploads/2020/09/Supply-and-Delivery-of-Refuse-Bags-Document.pdf>

**Comments:**

- Upon clicking on a listed tender, the user is either directed to tender documentation (which includes specifications) or is directed on how to obtain documentation.
- An attempt to integrate with the e-tender portal of National Treasury has been made with respect to tender documentation. For instance, upon clicking on a listed tender, the user is directed to a Treasury e-tender document, of the municipality. However, this document appears to be scanned/photocopied. See below. In other words, it is not 100 percent integration with the e-portal. It is still the same document as the one on the e-portal, but it is a scanned version. It is not clear why the municipality finds it necessary to scan its own documents for publishing on its website.



- E-tender portal and the municipal website provide guidance as to whether a specific tender requires payment in order to obtain tender documents, for instance:

**SPECIAL CONDITIONS:**  
DOCUMENTS ARE AVAILABLE AT A NON-REFUNDABLE FEE OF R1000.00

**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)?**

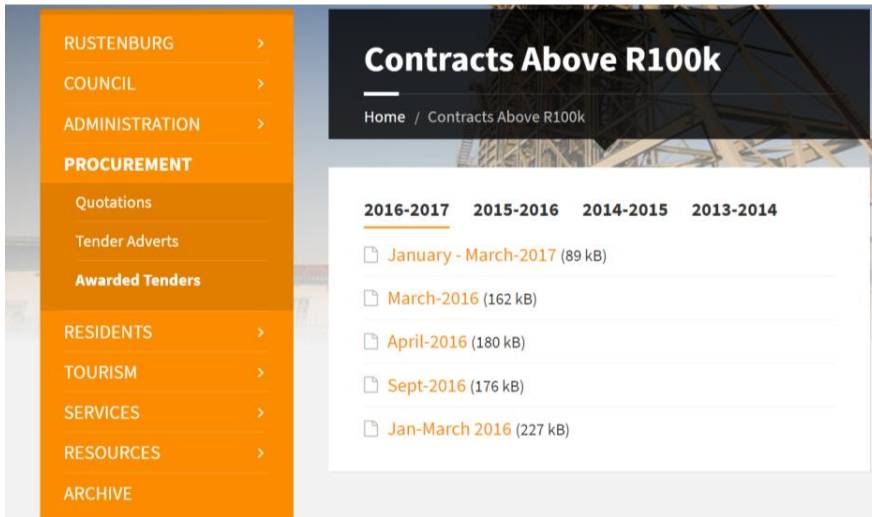
- Yes, the municipality publishes information about who wins tenders within five working days.
- Yes, the municipality publishes information about who wins tenders but after five working days or the list of names of companies or individuals who won the tender has obvious gaps or seems incomplete.
- No, the municipality does not publish information about who wins tenders.

**Answer:** (b)

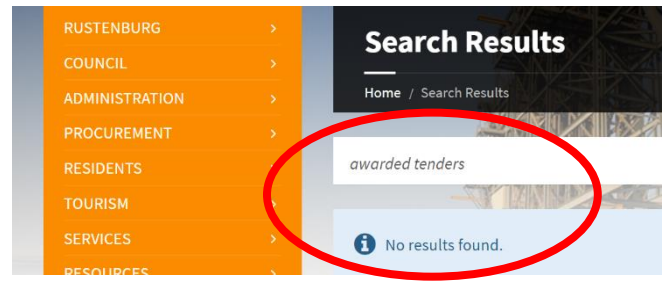
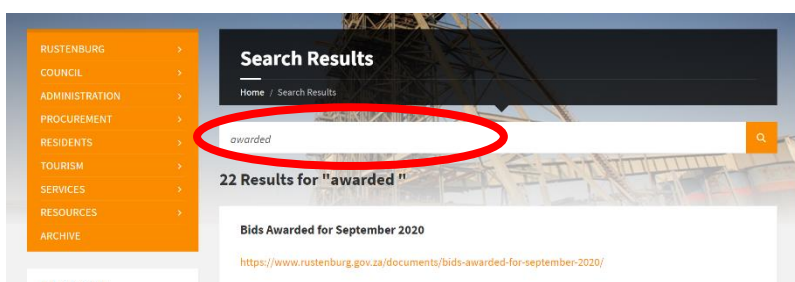
**Source:** <https://www.rustenburg.gov.za/awarded-tenders/> and <https://www.rustenburg.gov.za/wp-content/uploads/2020/08/BIDS-AWARDED-FOR-JULY-2020.pdf>

**Comments:**

- Below reflects how the municipality presents its information on awarded tenders (as at 30 October 2020):



- On the basis of the above, one would conclude that the last published awarded tenders were for the 2016/17 financial year.
- However, searching the word 'awarded' on the municipal search engine provides for the most recently awarded tenders. (note: searching 'awarded tenders' does not yield any results, but searching 'awarded' does). In terms of the results (shown in Annexure 1),
- See below:



- Information on bids awarded is available under documents. However, in that list, it is not categorised. One must scroll through. Information is updated monthly, not within 5 working days. For June 2019- June 2020, this information is consolidated in one document. Thereafter, on a monthly basis. This gives reason to assume that following calls for transparency in procurement, the municipality put together the June 2019 -2020 document.

**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:** (a)

**Source:** <https://www.rustenburg.gov.za/tenders/> and <https://www.rustenburg.gov.za/wp-content/uploads/2020/08/Supply-and-Delivery-of-Galvanized-Axles-for-240L-Wheelie-Bin-Document.pdf>

**Comments:**

- The municipality has an archives page and documents tab for previously advertised tenders. Although this page is not user-friendly, and tenders are not appropriately categorized in terms of months and date of advert, it is sufficient to conclude that the specifications remain online, post the tender award. See <https://www.rustenburg.gov.za/wp-content/uploads/2020/08/Supply-and-Delivery-of-Galvanized-Axles-for-240L-Wheelie-Bin-Document.pdf>
- The e-portal on the other hand also provides for closed tenders. However, closed tenders



are not searchable by municipality, and appear to list all closed tenders.

National Treasury's e-tender portal lists closed tenders. But there is no provision to search closed tenders per municipality.

**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:** e.g. <https://www.rustenburg.gov.za/wp-content/uploads/2020/08/BIDS-AWARDED-FOR-JULY-2020.pdf> and <https://www.rustenburg.gov.za/wp-content/uploads/2020/07/BIDS-AWARDED-AUGUST-2019.pdf>

**Comments:**

- Not only does the municipality advertise the price, it also indicates the lowest amount and highest amount of bids, then the actual.

- The e-tender portal also publishes information on awarded tenders, and prices. However, in some instances, even the e-portal is vague.
- E.g. <https://etenders.treasury.gov.za/content/roofing-waterproofing-and-general-building-construction> - this provides for who won the tender, and for the prices
- E.g. <https://etenders.treasury.gov.za/field-collection/field-etender-awarded-to/208322> -

The e-portal shows who was awarded the tender, but it does not reflect the amount. In other instances, it shows the price, but not who was awarded. In other instances, it shows both.

**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:**

**Comments:**

- There is no further information on how the project will be implemented, that is readily available on the website, after the tender has been awarded.

**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:** (a)

**Source:** e.g. <https://www.rustenburg.gov.za/wp-content/uploads/2016/09/SUNRISE-VIEW-PART-B...pdf>

**Comments:**

- The municipality actually relies on the eTender website a lot. Documents reflected on the municipal website are scanned versions of the documents available on eTender.

e.g.: advertised bids as they appear on the municipal website – a scanned document from the national treasury’s website.



### 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 not easy to navigate the website. There is also the impression that there have been changes on the website, since the last analysis. The fact that one must use a search engine to find such important information is indicative that it is not easy to find information.
- 6/10

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

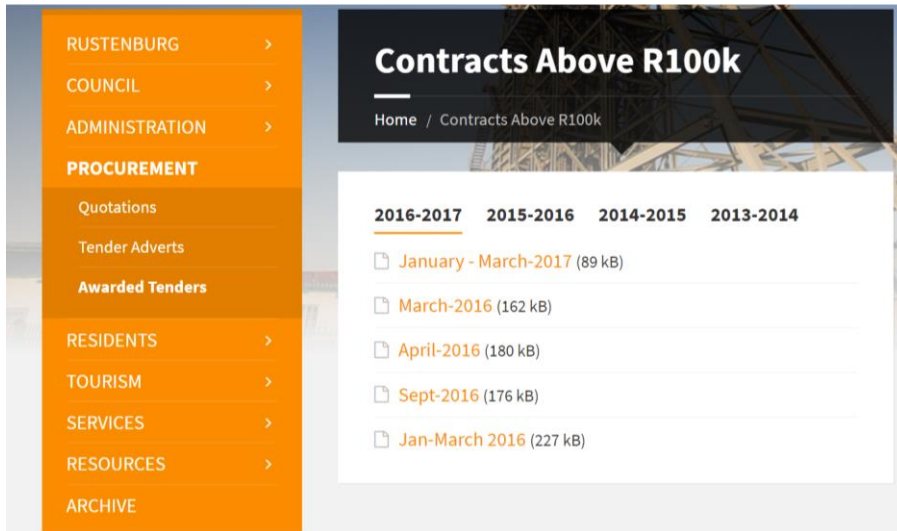
- It appears that the municipality does in fact have most of the information needed, however, it is hidden within its own web page, e.g. information on recently awarded tenders. It seems that all the municipality needs is a revamped, easy to use website, in as far as procurement information is concerned.

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

- The attempted integration with the e-tender portal is exemplary. However, even this needs an upgrade. For instance, the municipality scans documents that are found on the e-portal. It is not clear why this is necessary, and it appears labour intensive.
- The municipality provides the names of bidders for some of the bids, which provides a sense of who was competing with who. Eg. <https://www.rustenburg.gov.za/wp-content/uploads/2020/03/ELECTRIFICATION-OF-DINNIE-ESTATES.pdf>
- The municipality publishes lowest bid amount, highest bid amount, and actual bid amount.

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

- Information is either being purposefully hidden 'in plain sight' – as one must dig through the website; or the website is poorly designed in as far as procurement information is concerned e.g. 2020/21 information is not listed here, but can still be found through searching:





Annex 1:

Question 4 : **Does the municipality publish the name of companies or individuals who wins tenders on its website? Does it do so on time (i.e. within five working days after the award)?**

Awarded tenders are consolidated for each month. Bids awarded from June 2019 to June 2020 were consolidated in one document. It would appear that for an entire year therefore, the municipality did not report on the awarded bid.

The screenshot shows a search results page for the term "awarded". The page has a left-hand navigation menu with categories: TOURISM, SERVICES, RESOURCES, and ARCHIVE. Below these are sub-sections for TOURISM (Tour Operators, Accommodation, Places of Interest, Archive, Slide-Show, YouTube Channel) and EVENTS (There are no events at this time.). The main content area displays 22 results. The results are listed as follows:

- Bids Awarded for September 2020**  
<https://www.rustenburg.gov.za/documents/bids-awarded-for-september-2020/>
- Bids Awarded for July 2020**  
<https://www.rustenburg.gov.za/documents/bids-awarded-for-july-2020/>
- Bids Awarded for June 2019-20** (This result is circled in red in the image)  
<https://www.rustenburg.gov.za/documents/bids-awarded-2019-20/>
- Bids Awarded August 2019**  
<https://www.rustenburg.gov.za/documents/bids-awarded-august-2019-2/>
- Bids Awarded July 2019**