

<b>Name of the researcher</b>	<b>PHUMLA HLATI</b>
<b>Name of the municipality</b>	<b>799 TSH: City of Tshwane</b>
<b>Province</b>	<b>GAUTENG</b>
<b>National Treasury classification</b>	<b>A Metropolitan municipalities (metros)</b>
<b>Population size</b>	<b>2,921,488 (2011) and 3 275 15 2 (2016 estimate)<sup>1</sup></b>
<b>Budget</b>	<b>R4,9 billion<sup>2</sup></b>
<b>Website last accessed</b>	<b>29 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:** <http://www.tshwane.gov.za/sites/Business/Tenders/Pages/Tenders.aspx>  
<http://www.tshwane.gov.za/Notices/Pages/Notices-2019.aspx>

**Comments:**

- The landing page on the municipal website has a tab for Tenders.
- Clicking on the Tenders tab leads to three sub-tabs: Registration of Suppliers (Vendors); Quotations and Tenders.
- Further clicking on the Tenders sub-tab leads to:
  - Archived Tenders
  - BAC Committee
  - Bid Register
  - Cancelled Tenders
  - Tenders Awarded
  - Tender Results
  - Tender Notices
- The level of functionality of the above sub-tabs differs. For instance, the Archived Tenders tab is empty, there are no archives. However, archives are accessible by clicking on the Tender Notices sub-tab. Archives are for the period 2011-2019.

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<sup>1</sup> <https://municipalities.co.za/demographic/3/city-of-tshwane-metropolitan-municipality>

<sup>2</sup> <http://www.tshwane.gov.za/sites/Departments/Financial-Services/Financial-Documents/Approved%20MTREF/Administrator%2030-6-2020%20part%201.pdf>

- Whilst the Tender Notices sub-tab provides for active tenders, it is not clear where the rest of 2020, non-active tenders are situated, as they are not provided for under archives.

**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:** (a)

**Source:** <http://www.tshwane.gov.za/Notices/Pages/Notices-current.aspx>  
<http://www.tshwane.gov.za/Notices/Pages/Notices-2019.aspx>

**Comments:**

- As at 29 October 2020, the municipal website provides for active tender notices under the tab [Tenders](#).
- There are two active tender notices: Notice 4 of 2020/21 (dated 28 September 2020) and Notice 5 of 2020/21 (dated 9 October 2020).
- The closing dates for the active tenders (as at 29 October 2020) range from 30 October 2020 – 17 November 2020.
- Based on the referencing/numbering of tender notices (e.g. Notice 4 of 2020/21), the location of previous notices in 2020 (e.g. No. 1, 2 & 3) could not be established on the municipal website.
- Active tenders are separated into the categories 80/20 and 90/10 preference point system.
- Active tenders are described according to these themes below. Important to note is that the description below is as far as the website provides. The municipality’s own website does not provide for tender specifications and/or terms of reference. Instead, the website directs users to the e-tender portal for further information, and actually provides the link to e-tender.

No.	Reference number	Description	Closing date	Pre-qualification or special conditions	Briefing session venue and date	Threshold	Advert period	Contact details

**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:** <http://www.tshwane.gov.za/Notices/Pages/Notices-current.aspx>

**Comments:**

- As projected in question 2, this is the only information listed under each tender: Tender number; Reference number; description, closing date; pre-qualification or special conditions; briefing session date if applicable; threshold; advert period and contact details.
- Whilst no tender specifications could be found on the municipal website, leading one to conclude that 'no, the municipality does not publish tender specifications' the following must be noted:
  - The municipal website directs users to the e-tender portal for further information.
  - The municipal website specifically states:  
*Please note that the document for the tender below can be downloaded from the National Treasury website ([www.etenders.gov.za](http://www.etenders.gov.za)).*
  - The municipal website also states:  
*Tender documents are usually available free of charge on this website and can also be purchased during normal office hours (Monday to Friday from 07:45 till 15:15) at a non refundable deposit of R500-00 (VAT inclusive) at the Procurement Advice Centre....Tenders that are not available on the Internet must be purchased during normal office hours ...at a non refundable deposit of R750-00 (VAT inclusive) at the Procurement Advice Centre...*
  - It appears therefore that whilst no tender specifications could be found on the municipal website directly, they can be found on the National Treasury e-portal, the link of which the municipality provides on its website.
  - From the above quoted statement, it also seems that the public has a choice of buying the information (which is readily available on the e-portal) at R500. For information that is not available at all (even on e-portal), the charge is R750.
- The e-tender portal was tested to examine whether it does indeed provide tender specifications as the municipal website directs.
- **Annexure 1** confirms that as directed by the municipal website, the e-tender portal does provide tender documentation.
- For the above reasons, even though the national treasury ePortal (which the municipality depends on for tender specifications) only reflects active tenders (and does not cover September 2019 - August 2020, the review period), the municipality is rated 'b'.

**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)

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Source: <http://www.tshwane.gov.za/sites/business/TendersAwarded/Pages/default.aspx>

**Comments:**

- The municipality publishes the names of companies. However, the first obvious gap is that as at 30 October 2020, information available on the municipal website on tenders awarded was last updated on 30 June 2020. In other words, there is no information on tenders awarded in July, August and September 2020.
- The conclusion therefore is that the names of companies are not published within five working days, but possibly quarterly.
- In addition, for the period under review, (August 2019 – September 2020), the municipality was inconsistent in its advertisement of tenders awarded. Notwithstanding the holiday period in SA, and the impact of COVID-19, there appears to be no tender awards published for the months December 2019 – May 2020. **See Annex 2.**

**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://etenders.treasury.gov.za/content/advertised-tenders> and <http://www.tshwane.gov.za/sites/Business/Tenders/Pages/Tenders.aspx>

**Comments:**

- The City of Tshwane relies on the national treasury's e-tender portal for the advertisement of tender specifications.
- As at 30 October 2020, tenders advertised on the e-tender portal went as far back as 28 September 2020.
- This means that for tenders awarded between August 2019 and July 2020, there are currently no tender specifications on the website.

**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:** <http://www.tshwane.gov.za/sites/business/TendersAwarded/Pages/default.aspx>

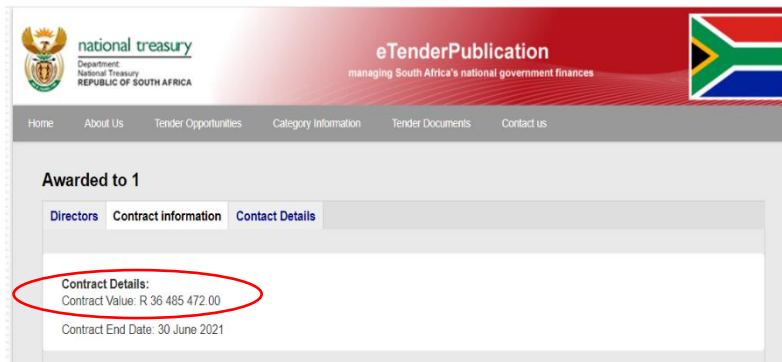
**Comments:**

- The municipality only publishes the tender number, description, department, date awarded and appointed tenderer, as shown below and also in Annex 3.

- It appears that this has been the practice in the municipality for many years, based on the fact that reviews of random publications of awarded tenders all reveal that the price is not advertised.

TENDER NUMBER	DESCRIPTION	DEPARTMENT	DATE AWARDED	APPOINTED TENDERER
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- The eTender portal provides the name and price. However, its list seems limited, given that as at 30 October, only one awarded bid appeared 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:** <http://www.tshwane.gov.za/sites/business/TendersAwarded/Pages/default.aspx>

**Comments:**

- Prior to the award of the tender terms of reference provide for time frames and other such specifications.
- After the award of the tender, the municipality does not publish such information.

**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.

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- d. No, the municipality does not publish procurement information on either its website or the eTender portal.

Answer: (b)

Source: <http://www.tshwane.gov.za/sites/business/Tenders/Pages/Tenders.aspx> and <https://etenders.treasury.gov.za/content/advertised-tenders>

Comments:

- The municipality relies on the e-tender portal for tender specifications / tender documentation. Information such as tender number, closing date etc all correspond.

#### 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?

- The website is well-structured and easy to navigate. However, the municipality could streamline its adverts on active tenders better, as explained in (b) below.
- **8/10**

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

- As at 30 October 2020, the information on active tenders is available on the tenders landing page, and further, under tender notices. But the information is presented differently, in tabular format and in narrative format (See Annex 1). The table format indicates tender specifications can be obtained on the e-tender portal. The narrative format indicates tender specifications are not available on the internet.
- Triangulating information presented on the municipal website and on the e-tender portal was painstaking. Given that the municipality already relies on the e-portal for advertising tender specifications, it would do well to integrate all the information. In other words, simply provide the name of the tender and due date on its own website, and then direct users to the e-portal for everything else.

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

- The municipality compiles a bid-register for tenders received. eg. <http://www.tshwane.gov.za/sites/business/Tenders/Tender%20Submission%20List/HD%2002%20-%202020.20.pdf> . This way, suppliers are assured that their tenders do not disappear in the system. They are captured, and receive a fair chance of being evaluated alongside other competing bids.

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

- The municipality can do better in terms of quality assurance, regarding information made available to the public. For instance, under awarded tenders, it has a document with tracked changes. Such should never appear on an organisation website. It leads to the assumption that the municipality just dumps information on the website, with no quality control.

LIST OF TENDER CONTRACTS AWARDED FOR WEBSITE PUBLICATION 2019/20				
TENDER NUMBER	DESCRIPTION	DEPARTMENT	DATE AWARDED	APPOINTED TENDERER
CSOP 02.2019.20	Tender for the appointment of a service provider for the development of knowledge and information management strategy for the City of Tshwane: with effect from the commencement date	City Strategy and Organisational Performance	1-Jun-June 2020	Urban-Econ Development Economists (pty) Ltd(Pty) Ltd
GPM 12.2017.18 ( Covid-COVID-19 facilities)	Panel: Appointment for of a service provider for the maintenance and	Facilities Management/ or Building Management	4-Jun-June 2020	Mulaifa Development Projects J.V Madhava Trading and Projects

**Annex 1: City of Tshwane : Question 3: Does the municipality publish tender specifications for tender notices on its website, can they be downloaded free of charge?**

Notes: Example below falls outside review period, but is still useful to demonstrate the intergration between the muncpal website and eTender platform.

Tender No : *CSDS 04 -2020/21* [Tender for the supply, delivery, installation and maintenance of new and existing library book security systems (gates, desensitisers and security strips) to Tshwane libraries: three-year period, as and when required] as it appeared on the municipal website on 30 October 2020 is shown below.

The website directs users to the Treasury e-tender portal for documentation. It states (circled in red below) : “Please note that the document for the tender below can be downloaded from the National Treasury website ([www.etenders.gov.za](http://www.etenders.gov.za)).”

of Tshwane

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Notice 5 of 2020/21

City of Tshwane Metropolitan Municipality

Group Financial Services. Supply Chain Management

Please note that the document for the tender below can be downloaded from the National Treasury website ([www.etenders.gov.za](http://www.etenders.gov.za)).

For the following tenders, the 80/20								
3	CSDS 04 -2020/21	Tender for the supply, delivery, installation and maintenance of new and existing library book security systems (gates, desensitisers and security strips) to Tshwane libraries: three-year period, as and when required	11 November 2020 at 10:00	Only bidders that comply with the following will be accepted: Minimum of Level 1 BBBEE status contributor EME or QSE	Not applicable	80/20	30 days	Technical enquiries: Paulina Ndobe (paulinan@tshwane.gov.za or 012 358 8924) Supply chain enquiries: Kgomoitso Makgale (Kgomoitsoamak@tshwane.gov.za or 012 358 5478)

Tender No : CSDS 04 -2020/21

**For the following tenders, the 80/20 preference point system will be applied**

**30 days**

Tender for the supply, delivery, installation and maintenance of new and existing library book security systems (gates, desensitisers and security strips) to Tshwane libraries: three-year period, as and when required

Only bidders that comply with the following will be accepted:

- Minimum of Level 1 BBBEE status contributor
- EME or QSE Not applicable

**80/20**

Technical enquiries: Paulina Ndobe ([paulinan@tshwane.gov.za](mailto:paulinan@tshwane.gov.za) or 012 358 8924)

Supply chain enquiries: Kgomotso Makgale ([kgomotsomak@tshwane.gov.za](mailto:kgomotsomak@tshwane.gov.za) or 012 358 5478)

This document is not available on the internet.

Closing Date : 2020-11-11 at 10:00 AM

Site Meeting :

The tender document is actually available on the e-tender portal:

<https://etenders.treasury.gov.za/sites/default/files/tenders/CSDS%2004%20-2020-21%20Josi.pdf>

**It is not clear why the municipality would state that the document is not available, when it is in fact, available.**

Notes: The same tender [Tender No : CSDS 04 -2020/21] as it is shown below. Upon clicking on the document, there are tender

The screenshot shows the 'eTenderPublication' website interface. At the top, there is a navigation bar with links for Home, About Us, Tender Opportunities, Category Information, Tender Documents, and Contact us. Below the navigation bar, the 'Advertised Tenders' section is visible. It includes a search filter with dropdown menus for Category, Province (Gauteng), Cluster, Department (City of Tshwane), and Tender Type. Below the filters are 'Search' and 'Reset' buttons. A table of tenders is displayed below the filters. The table has columns for Category, Tender Description, Tender No., Date published, Closing date & time, and Compulsory briefing session. One tender is listed: 'Supplies: Stationery/Printing' with Tender No. CSDS 04-2020-21, Date published 09/10/2020, and Closing date & time 11/11/2020 - 10:00am. A blue arrow points from the 'Supplies: Stationery/Printing' row to the detailed description of the tender.

Category	Tender Description	Tender No.	Date published	Closing date & time	Compulsory briefing session
Supplies: Stationery/Printing	Tender for the supply, delivery, installation and maintenance of new and existing library book security systems (gates, desensitisers and security strips) to Tshwane Libraries: three year period, as and when required.	CSDS 04-2020-21	09/10/2020	11/11/2020 - 10:00am	

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The screenshot displays the eTenderPublication website interface. At the top left is the National Treasury logo with the text 'national treasury Department: National Treasury REPUBLIC OF SOUTH AFRICA'. To the right is the 'eTenderPublication' logo with the tagline 'managing South Africa's national government finances' and the South African flag. A navigation bar includes links for Home, About Us, Tender Opportunities, Category Information, Tender Documents, and Contact us. The main content area is titled 'Tender Information' and contains a 'Tender information:' section with two tabs: 'Contacts' and 'Tender documents'. Under the 'Tender documents' tab, a list of documents is shown, with the first entry 'CSDS 04 -2020-21 Josi.pdf' circled in red. A blue arrow points from a text box to this entry. The text box contains the text: 'Clicking here takes the user to the tender document.' The footer of the page reads 'Copyright © The National Treasury'.

## Annexure 2

**Question 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)?**

**Notes:** For the period under review, (September 2019 – August 2020), the municipality was inconsistent in its advertisement of tenders awarded. Notwithstanding the holiday period in SA, and the impact of COVID-19, there appears to be no tender awards published for the months December 2019 – May 2020.

## Awarded Tenders

### 2020/21

Tenders - 30 June 2020 (EdML)(SecEdVN)
Tenders - 30 June 2020 (EdML)(SecEdVN) track changes

### 2019/20

Tenders awarded 10 June 2020 No TC(EdNN)(SecEdVN)
Tenders awarded 8 June 2020 TC(EdNN)(SecEdVN)
Tenders awarded 8 June 2020 No TC(EdNN)(SecEdVN)
Tenders - 4 Feb 2020 (EdML)
Tenders - 17 Feb 2020
Awarded Tenders 5 Feb 2020 (EdVG)(SecEdVN)Final
Tenders awarded 6 Feb 20 No TC(EdNN)(SecEdVN) (002)
Tenders for website 20 August 2019
TENDER CONTRACT AWARDED WEBSITE 04 NOVEMBER 2019
TENDER CONTRACTS AWARDED WEBSITE 31 october 2019
TENDER CONTRACTS AWARDED WEBSITE 30 october 2019 01
TENDER CONTRACTS AWARDED WEBSITE 30 october 2019 02
TENDER CONTRACTS AWARDED WEBSITE 30 october 2019 03
TENDER CONTRACTS AWARDED WEBSITE 30 october 2019 04
TENDER CONTRACTS AWARDED WEBSITE 30 october 2019
List of tender contracts awarded - 25 October 2019
Tender Contracts Awarded - 17 September 2019 (EdVN) (003) (0012)
Tender Contracts Awarded - 17 September 2019 (EdVN) (003) (022)
Tender Contracts Awarded - 17 September 2019 (EdVN) (003) (023)
Tender Contracts Awarded - 21 October 2019
Tender Contracts Awarded - 17 September 2019 (EdVN) (003) (002)
Tender Contracts Awarded - 17 September 2019
Tender Contracts Awarded - 25 September 2019 (EdVN)
TENDER CONTRACTS AWARDED WEBSITE 17 September 2019

### Annex 3:

#### Question 6: Does a municipality publish the price of the contract?

The municipality does not publish the price, as per this document that has been drawn from its website.

LIST OF TENDER CONTRACTS AWARDED FOR WEBSITE PUBLICATION 2019/20				
TENDER NUMBER	DESCRIPTION	DEPARTMENT	DATE AWARDED	APPOINTED TENDERER

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CSOP 02.2019.20	Tender for the appointment of a service provider to develop a knowledge and information management strategy for the City of Tshwane: with effect from the commencement date	City Strategy and Organisational Performance	1 June 2020	Urban-Econ Development Economists (Pty) Ltd
GPM 12.2017.18 (COVID-19 facilities)	Panel: Appointment of a service provider for the maintenance and repair of civil defects at COVID-19 facilities: 12-month period, with effect from the commencement date	Facilities Management or Building Management	4 June 2020	Mulaifa Development Projects JV Madhuva Trading and Projects
HHS 01.2018.19-TIDC031	Panel: Appointment of professional engineering services to upgrade roads and stormwater systems in Ga-Rankuwa Unit 4: 36-month period, with effect from the commencement date	Transport Infrastructure Design and Construction	2 June 2020	Silverhorns Consulting CC
HHS 01.2018.19 (Tshwane Crematoria)	Panel: Appointment of a service provider to facilitate the atmospheric emissions licence (AEL) application and AEL compliance for City of Tshwane crematoria: three-year period, as and when required, with effect from the commencement date	Horticulture Services and Nursery Operations	8 June 2020	Envirolution Consulting (Pty) Ltd
GPM 12.2017.18 (Roller Doors)	Panel: Appointment of a service provider for the maintenance of roller doors at City of Tshwane buildings: 36-month period, as and when required, with effect from the commencement date	Facilities Management or Building Management	8 June 2020	Motho Waka Trading Enterprise CC
GPM 12.2017.18 (Wonderboom Fire Station)	Panel: Appointment of a service provider for building maintenance, repair, replacement and installation at Wonderboom Fire Station	Facilities Management or Building Management	8 June 2020	Silverhorns 359 CC
GPM 12.2017.18 (Mayville Depot)	Panel: Appointment of a service provider for the repair, replacement and revamping of ablution facilities at Mayville Depot	Facilities Management or Building Management	8 June 2020	Mikado Projects CC
GPM 13.2017.18 (Halala Community Hall)	Panel: Appointment of a service provider for general building maintenance, repair, replacement and	Facilities Management or Building Management	8 June 2020	Central High Trading 277 CC

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	installation at Halala Community Hall, Soshanguve Block H			
GPM 13.2017.18 (Centurion Rugby Club)	Panel: Appointment of a service provider for general building maintenance, repair, replacement and installation at Centurion Rugby Club	Facilities Management or Building Management	8 June 2020	Central High Trading 277 CC
GPM 19.2017.18 (Council Building Region 5)	Panel: Appointment of a service provider for the maintenance and repair of air-conditioning units at the Region 5 Council building: 36-month period, with effect from the commencement date	Facilities Management or Building Management	8 June 2020	247 Khompho Trading Logistics CC
GPM 13.2017.18 (Akasia Town Hall)	Panel: Appointment of a service provider for general building repair, replacement and installation of light fittings, cables and stove at Akasia Town Hall: Once-off	Facilities Management or Building Management	8 June 2020	Xintsabyana Construction & Projects CC
REG 36:2020/06/02	Approval to utilise original equipment manufacturers for the maintenance, upgrading and replacement of lifts and escalators	Group Property	8 June 2020	Otis (Pty) Ltd
REG 36:2020/06/02	Approval to utilise original equipment manufacturers for the maintenance, upgrading and replacement of lifts and escalators	Group Property	8 June 2020	Schindler Lifts SA (Pty) Ltd
REG 36:2020/06/01	Approval to deviate from normal supply chain management process and enter into a new lease agreement for Overkruin Library	Group Property	8 June 2020	RR Van Hamersveld Family Trust