Name of the researcher	Melissa N.S Ziswa
Name of the municipality	Buffalo City
Province	Eastern Cape
National Treasury classification	A
Population size	755 200
Budget	R9 373 392 234 (2019/2020), R9 167 191 245 (2020/2021)

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.buffalocity.gov.za/
Comments: The Buffalo City municipality has a functioning website with a dedicated page for procurement information. The procurement information can be accessed from the home page under the 'tenders' tab.

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.buffalocity.gov.za/tender_documents.php?year=2020&type=Formal%20Tender
https://www.buffalocity.gov.za/tender_documents.php?year=2019&type=Formal%20Tender
Comments: The municipality publishes tender notices and the list appears to be complete with folders for tender notices for each year. The folders date back as far as 2012. In each folder the tender notices are published chronologically. This makes it easier to find the tender notices published as you can easily find them by year and month.

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: c https://www.buffalocity.gov.za/
Source:

Home / Tenders / Tender Openings

Comments: The municipality's website does not publish specifications for its tender notices. Similarly, the municipality does not publish tender specifications on the eTender portal for the period under review. It is also not clear from the website how one can go about attaining the specifications as such information is not provided for on the website.

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.buffalocity.gov.za/awarded_tenders.php

AWARDED TENDERS

Period	Annual Tenders	Formal Tenders
September 2020	Download	
July 2020	Download	
June 2020	Download	
April 2020	Download	
February 2020	Download	Download
January 2020	Download	
December 2019	Download	Download
November 2019	Download	Download
October 2019	Download	
September 2019		Download

Comments: Buffalo City publishes the names of parties who win tenders on a monthly basis. This information is found in monthly folders and it is easy to download this information. It is important to note that between March 2020 and August 2020, the municipality was not consistent in publishing these names monthly. This could be attributed to the COVID-19 pandemic.

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.buffalocity.gov.za/tender_openings.php

Comments As discussed above in question three, the Buffalo City website does not publish any tender specifications for its tender notices.

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://buffalocity.gov.za/CM/uploads/awarded/20190912121575882831FORMALTENDERSAWAR DEDINNOVEMBER2019.pdf
https://buffalocity.gov.za/CM/uploads/awarded/20190912121575881970ANNUALTENDERSAWAR DEDINOCTOBER2019.pdf

Comments: The website publishes the prices for some of the tenders. These prices are found under the 'awarded tenders' tab. However, in some instances the prices for some tenders is only listed as rate based. From the perspective of an ordinary member of the public, it would be difficult to ascertain what the rate based price would be because it is not clear what these rates are and whether one can access the rates on the Buffalo City 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?**
    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://buffalocity.gov.za/CM/uploads/awarded/20190912121575881970ANNUALTENDERSAWAR DEDINOCTOBER2019.pdf
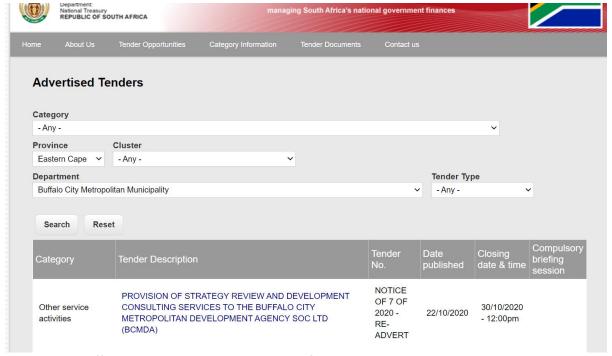

Comments: The Buffalo City municipality does not publish information on how the project will be implemented on its website.

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 website 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://etenders.treasury.gov.za/content/advertised-tenders

Advertised Tenders

Category
- Any -

Province   **Cluster**
Eastern Cape   - Any -

Department   **Tender Type**
Buffalo City Metropolitan Municipality   - Any -

Search   Reset

Category	Tender Description	Tender No.	Date published	Closing date & time	Compulsory briefing session
Other service activities	PROVISION OF STRATEGY REVIEW AND DEVELOPMENT CONSULTING SERVICES TO THE BUFFALO CITY METROPOLITAN DEVELOPMENT AGENCY SOC LTD (BCMDA)	NOTICE OF 7 OF 2020 - RE-ADVERT	22/10/2020	30/10/2020 - 12:00pm	

Comments: Buffalo City publishes procurement information only on its website and not on the eTender portal. There is no procurement information for Buffalo City on the eTender portal whereas there is significant procurement information on the website. Nevertheless, it is important to note that there is information pertaining to one Buffalo City tender on the eTender portal but this was published in October 2020 and this is not a period that is covered by this research.

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 is easy to navigate the municipal website and I would rate it a 10/10. The website provides a drop down tab for tenders on the home page and all the information for formal tenders, awarded tenders etc is put in separate folders with sub folders for different years and months.

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

The website may indicate what the rate based prices for tenders are so that citizens can have prices for all the tenders awarded. The municipality's website may also publish the implementation plan on the website so that the citizens can have this information and be able to hold those responsible accountable throughout the implementation phase.

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

Other municipalities may emulate the user friendliness of Buffalo City's website.

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

No.