

Name of the researcher...Xavia Poswa.....

Name of the municipality Makana.....

Province.....Eastern Cape.....

National Treasury classification.....B2.....

Population size...83 300.....

Budget.....R83 Million.....

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.makana.gov.za/category/tenders/> (accessed on 3 November 2020)

Comments: The municipality does have a functional website and a dedicated page for procurement information that can be accessed without registration. The municipality has been regularly publishing its procurement information since 2017. The latest procurement information that was published on the website was on the 23rd of October 2020 although this is outside of the review period (1 September 2019- 31 August 2020).

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: <http://www.makana.gov.za/business/>

<http://www.makana.gov.za/wp-content/uploads/2020/09/Upgrade-of-Asbestos-and-Supply-and-delivery-of-pumpset-tender-advert-signed.pdf> (accessed on 3 November 2020)

<http://www.makana.gov.za/service-recharge-repair-hydrostatic-pressure-testing-of-municipal-fire-equipment-and-also-supply-new-fire-equipment-where-required/>

Comments: The municipality does publish tender notices on its website and some of these fall within the period under review while others do not. See the screenshot below. The first source takes you to where these notices are located and the sources below that are the actual notices.

Archive for November, 2019



SUPPLY AND INSTALLATION OF PUMPSET

November 29, 2019

Adverts: Tenders, SUPPLY CHAIN DOCUMENTS

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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: C

Source: <https://etenders.treasury.gov.za/content/supply-delivery-4x30m3-containers>
(accessed on 3 November 2020)

Comments: The municipality does not publish tender specifications for its tender notices. It is stated in the notices that bid documents presumably containing the specifications are available at the municipality at a cost which varies, see screenshot below. The eTender portal also did not publish any specifications.

- **Bids must only be submitted on the bid documentation provided by the municipality. One envelopes system will be followed.**

Bid documents: will be available at Makana Finance offices upon payment of R845.00 for pumpset tender and R1,495 for Asbestos tender, these are non - refundable cash fees from 24 August 2020.

Closing Date: Completed bid documents in a sealed envelope, clearly marked with tender number and tender name of the project submitting, should be deposited in the tender box situated at ground floor Makana Local Municipality: Finance Department at 86 High Street Grahamstown not later than 11 September 2020 at 12h00.

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)?

- 4.
- 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:

<http://www.makana.gov.za/wp-content/uploads/2020/09/TENDERS-AWARDED-AUGUST-2020.pdf> (accessed on 3 November 2020)

Comments: The municipality does publish the name of companies that win tenders on its website. The recent list of names of companies that were awarded tenders was published in August 2020. The document verification process indicates that the document in which this list appears was created on the 29th of September 2020. Therefore, it can be reasonably held that the names of the companies were not published on the website within a period of five days as required by the law.

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: <http://www.makana.gov.za/category/tenders/>

Comments: The municipality does not publish tender specifications on its website. The categories found under the Supply Chain Management and Business page of the municipality's website do not make any reference to tender specifications and whether they should remain after the contract has been awarded. See example below.



Search bar with a dark grey input field and a dark red 'Search' button.

CATEGORIES

- Adverts: Request for Quotations
- Adverts: Tenders
- Budget
- Business
- Events
- IDP & Municipal Statistics
- Latest News
- Notices
- Press Releases
- Property Rates an Valuation Roll
- Property Rates and Valuation
- Service Interruption Notices
- Speeches
- Statutory Documents
- SUPPLY CHAIN DOCUMENTS
- tender 4/2014
- Tender Opening Registers
- TENDERS AWARDED
- Uncategorized
- vacancies
- Water Crisis

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.makana.gov.za/wp-content/uploads/2020/09/TENDERS-AWARDED-AUGUST-2020.pdf> (accessed on 3 November 2020)

Comments: After browsing through the tenders awarded section in the municipality’s website, I found that it was only one tender whose contract price was published. While the other awarded tenders only provided the names of the companies that won, they nevertheless fell outside of the

period under review (1 September 2019- 31 August 2020). The publishing of the price of the contract was only done in respect of the tender that was awarded in August 2020.

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.makana.gov.za/category/tenders/> (accessed on 3 November 2020)

Comments: The municipality does not publish information on how the project will be implemented after the contract has been entered into. Once you enter the procurement page under the Supply Chain Management and Business heading, the list of categories provided therein do not make mention of service delivery agreements or implementation plans.

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: B

Source: <https://etenders.treasury.gov.za/content/supply-delivery-4x30m3-containers>
<https://etenders.treasury.gov.za/content/supply-delivery-4x-new-single-cab-bakkies>
<https://etenders.treasury.gov.za/content/supply-installation-water-bulk-water-meters>

<http://www.makana.gov.za/supply-delivery-of-4x30m3-containers/>
<http://www.makana.gov.za/supply-delivery-of-4x-new-single-cab-bakkies/>
<http://www.makana.gov.za/supply-installation-of-water-bulk-water-meters/> (accessed on 3 November 2020)

Comments: The municipality does publish procurement information on both its website and the eTender portal. The information on the website does correspond with the information published in the eTender portal. For example, the sources representing information from the eTender portal contain the exact tender names published on the municipality's website. However, the information on the eTender portal does not apply to the assessment period, given that it was published in October 2020. Procurement information on the municipality's website is available as far back as 2017 insofar our period of review is concerned. However, on the eTender portal, it is only the

tenders that were recently published on the 23rd of October that are available and nothing before that. See example below

 Upgrade of Belmont Valley; Upgrade of Mayfield and Ncama street adverts signed	January 2018 December 2017 November 2017 October 2017 August 2017 July 2017 June 2017 May 2017 April 2017 March 2017 February 2017 January 2017 December 2016 November 2016 October 2016 September 2016 August 2016 July 2016 June 2016 May 2016 April 2016 March 2016 February 2016 January 2016 December 2015 November 2015 October 2015 September 2015 July 2015 June 2015 May 2015 March 2015 February 2015 January 2015 December 2014 November 2014 October 2014 September 2014 August 2014 June 2014 May 2014 April 2014
<p>📅 August 21, 2020 📄 Adverts: Tenders</p> <p>Read more</p>	
 Preparation of GRAP compliant annual financial statements and asset register	
<p>📅 June 19, 2020 📄 Adverts: Tenders, Tender Opening Registers</p> <p>Read more</p>	
 Service, Recharge, Repair, Hydrostatic Pressure Testing of Municipal Fire Equipment and also supply new Fire Equipment where required	
<p>📅 March 19, 2020 📄 Adverts: Request for Quotations, Adverts: Tenders</p> <p>Read more</p>	
 Validity Period Extension Email Services and Internet Services	
<p>📅 March 03, 2020 📄 Adverts: Tenders</p>	

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 a really easy experience browsing through this website from the point of view of an ordinary member of the public. It is easy to browse through information and the whole design of the website is user friendly. Once you click on the Supply Chain Management page, the procurement information instantly appears and there are categories on the right hand side of the screen that guide you through the information. I would rate this experience 9 out of 10

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

Apart from adding more names of the companies that have won tenders in the previous year tenders and publishing the prices for all contracts awarded including, service level agreements or implementation plans as well as, putting bid specifications for the tender notices then everything else is on point.

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

Yes, the ease with which one accesses recently updated procurement information on this website even though sometimes, some of the procurement information one may look for is not available is a good start in terms of developing a culture of transparency within the municipality. It shows that the municipality takes its legal obligations seriously as far as compliance with legislation around publishing procurement information is concerned.

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

There was not anything in particular that caught my attention except to say accessing the website was an uncomplicated, smooth process and that procurement information is published regularly on the website.