

**Name of the researcher: Jennica Jasmine Beukes**

**Name of the municipality: Knysna Municipality**

**Province: Western Cape**

**National Treasury classification: B2**

**Population size: 75 864 as at 2018<sup>1</sup>**

**Budget: R1 132 864 for the 2019/20 financial year<sup>2</sup>**

**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.knysna.gov.za/do-business/bidding-opportunities/tenders/>**

**Comments:** Knysna municipality has a functional website with a page named 'Bidding opportunities' that is dedicated for the publication of procurement information. The page includes procurement information such as tender notices, request for quotes, awarded tenders, RFQs received, and supply chain management documents.

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<sup>1</sup> Western Cape Government *Socio-Economic Profile: Knysna Municipality* (2018) 1.

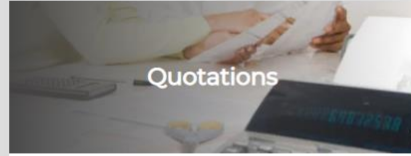
<sup>2</sup> Knysna Municipality *2019/20 Medium Term Revenue and Expenditure Framework (MTREF) Draft Budget* (2019) 16.



### Request for Quotes

In terms of the municipality's SCM Policy goods or services between the value of R30 000 – R200 000 must be procured through a competitive bidding process. This section includes the latest open Request for Quotes. Suppliers and service providers doing business with Knysna Municipality must note that goods or services may not be supplied [...]

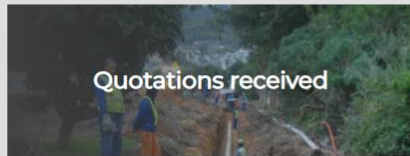
[See More →](#)



### Quotations

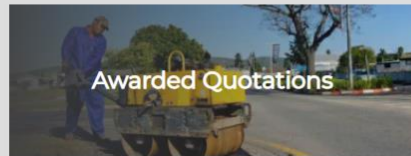
In terms of the municipality's SCM Policy goods or services between the value of R2000 – R30 000 must be procured through a competitive bidding process. This section includes the latest open Quotations. Suppliers and service providers doing business with Knysna Municipality must note that goods or services may not be supplied without an official [...]

[See More →](#)



### Quotations received

This section includes quotations



### Awarded Quotations

This section includes quotations

## Bidding Opportunities

The municipality's Supply Chain Management (SCM) department manages the supply and acquisition of various goods and services to or on behalf of the municipality. These include tenders for construction works, general and professional services, and the selection of contractors to assist in the provision of municipal services.

We also strive to ensure that the municipality's supply chain is sound, sustainable and accountable. We promote Broad Based Black Economic Empowerment (BBBEE), local economic development, and encourage the development of small businesses (SMMEs). Suppliers must submit valid tax clearance certificates and BBBEE certificates to the SCM department on an annual basis.

Our procurement system aims to be fair, equitable, transparent, competitive and cost effective. Suppliers should familiarise themselves with the Preferential Procurement Regulations, 2017 that came into effect on 1 April 2017, as well as the municipality's revised SCM Policy, Infrastructure and Service Delivery Management Policy and Contract Management Policy. The department also manage the municipality's inventory system.

For the latest bidding opportunities click on:

- [Tenders](#)
- [Request for Quotes](#)
- [Quotations](#)
- [Supply Chain Management documents](#)

**Contact the Manager Supply Chain Management:**

Ms Fredri Kruger

Tel: +27 (0)44 302 6229

E-mail: [fkruger@knysna.gov.za](mailto:fkruger@knysna.gov.za)

## 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.knysna.gov.za/do-business/bidding-opportunities/tenders/>

**Comments:** The municipality publishes tender notices on the website dating back to 2015. For the 2019-2020 period under review, there appears to be tender notices that were published every month until 21 October 2020 (as at 27 October 2020).

## 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.knysna.gov.za/wp-content/uploads/2020/10/T-06-2020.21-Tender-Doc-Final-002fk.pdf> <https://www.knysna.gov.za/wp-content/uploads/2020/07/T-03-OF-202021-FOR-NON-FLUSH-TOILETS-FINAL-DOC-002.pdf> <https://www.knysna.gov.za/do-business/bidding-opportunities/tenders/>

**Comments:** The tender notices that are published on the website are complete documents which contain the tender specifications as well. Consider, for example, the two tender notices in the above hyperlinks, each tender notice has a dedicated section with tender specifications. All tender specifications are also downloadable free of charge.

KNYSNA MUNICIPALITY	
TENDER SPECIFICATIONS	
TENDER NUMBER:	T 06 of 2012/21
TENDER DESCRIPTION:	SUPPLY, DELIVERY AND SERVICING OF CHEMICALS IN THE GREATER KNYSNA FOR A PERIOD OF THREE (03) YEARS
<b>SCOPE OF WORKS</b>	
<p><b>1. SPECIFICATION REQUIREMENTS</b></p> <p>If your specifications exceed the minimum specifications below, your bid will not be penalized or excluded.</p> <p>Non-compliance with the required specifications will result in bids being deemed as non-responsive.</p> <p><b>Due to the nature and scope of this tender, subcontracting is not allowed in this tender.</b></p> <p>Knysna Municipality invites tenders for the <b>SUPPLY, DELIVERY AND SERVICING OF CHEMICALS IN THE GREATER KNYSNA FOR A PERIOD OF 3 YEARS PURPOSE</b></p> <p><b><u>SPECIFICATIONS</u></b></p> <p><b>PART B – SPECIFICATIONS/SCOPE OF WORKS AND PRICING SCHEDULE</b></p> <p><b>NB: THE TENDER WILL BE EVALUATED PER ITEM AND AWARD(S) MAY BE MADE PER ITEM</b></p> <p><b><u>EMPLOYERS OBJECTIVE</u></b></p> <p><b><u>Employer’s objectives and Brief Overview of Chemicals required:</u></b></p>	

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: C**

**Source:** <https://www.knysna.gov.za/do-business/bidding-opportunities/awarded-tenders/>

**Comments:** The municipality publishes a monthly register with the names of companies/individuals who won the tender. However, the list seems incomplete. The list only contains awarded tenders for RFQs which are smaller contracts and which do not form part of the assessment under study.

Awarded Tenders | Knysna Munic x +

knysna.gov.za/do-business/bidding-opportunities/awarded-tenders/

## Awarded Tenders

Our procurement system aims to be fair, equitable, transparent, competitive and cost effective. This section contains reports on Awarded Tenders and RFQs.

Awarded Tenders - 2020 / 2021 -

1 Available for download

- [RFQ Awards July 2020](#) PDF | 417.96 KB | 8 September 2020

Awarded Tenders - 2019 / 2020 +

Archived Awarded Tenders - 2018 / 2019 +

Archived Awarded Tenders - 2017 / 2018 +

Archived Awarded Tenders - 2016 / 2017 +

Print

**5. Do tender specifications remain accessible on the website after the contract has been awarded for the duration of the contract?**

- Yes, the tender specifications remain accessible on the website after the contract has been awarded for the duration of the contract.
- 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.
- 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.knysna.gov.za/do-business/bidding-opportunities/tenders/>**

Tender T48 of 2017/18: <https://www.knysna.gov.za/wp-content/uploads/2019/08/T-48-OF-2017.18-Tender-Document.pdf>

Tender T58 of 2019/20: <https://www.knysna.gov.za/wp-content/uploads/2020/06/T-58-of-2019.20-Tender-Document.pdf>

Tender T21 of 2020/21: <https://www.knysna.gov.za/wp-content/uploads/2020/08/T-21202021-Supply-and-Delivery-of-new-Vehicles.pdf>

**Comments:** Tender specifications of tenders dating back to 2015 can be found on the website. Consider, for example, the above tender documents. Tender T48 of 2017/18, T58 of 2019/20 and T21 of 2020/21 all contain tender specifications. By retaining the tender specifications on their website, displays a will on the part of the municipality to permit citizens to monitor the implementation of the tender and performance of the service providers.

**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: C**

**Source:** <https://www.knysna.gov.za/do-business/bidding-opportunities/awarded-tenders/>

**Comments:** The municipality does not publish the price of the contracts. However, the municipality does publish monthly RFQs which contain values of some of the services and goods supplied by the suppliers. RFQs are excluded from the study and therefore do not serve as an appropriate barometer to confirm that the Knysna municipality publishes prices of the contracts for goods and services procured by them.

**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.knysna.gov.za/do-business/bidding-opportunities/>

**Comments:** While Knysna municipality is transparent about most procurement related information such as tender notices, tender specifications, quotes received, awarded tenders, the municipality has not published any information about how the project will be implemented. This means that the public is left in the dark about the services that they ought to receive. They do not have any information to measure whether a service provider has actually delivered nor do NGOs and the media have the required information to conduct social audits in order to hold the municipality and the service provider accountable.

**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: B**

**Source:** <https://www.knysna.gov.za/do-business/bidding-opportunities/tenders/>  
<https://etenders.treasury.gov.za/content/advertised-tenders>

**Comments:** The municipality publishes information on their website more frequently than the e-Tender portal. As at 28 October 2020, there appeared only two tenders on the e-Tender portal while tenders available on the municipal website dates back to 2015 until October 2020. Therefore, the information that is available on the municipal website and e-Tender portal do not correspond with each other.

The screenshot shows the National Treasury eTenderPublication website. The header includes the National Treasury logo and the text 'eTenderPublication managing South Africa's national government finances'. The navigation menu includes Home, About Us, Tender Opportunities, Category Information, Tender Documents, and Contact us.

The main content area is titled 'Advertised Tenders'. It features a search filter with the following settings:

- Category: - Any -
- Province: Western Cape
- Cluster: - Any -
- Department: Knysna Municipality
- Tender Type: - Any -

Buttons for 'Search' and 'Reset' are visible below the filters. Below the filters is a table of advertised tenders:

Category	Tender Description	Tender No.	Date published	Closing date & time	Compulsory briefing session
Services: General	SUPPLY, DELIVERY AND SERVICING OF CHEMICALS IN THE GREATER KNYSNA MUNICIPAL AREA FOR A PERIOD OF THREE (03) YEARS	T 06 of 2020/21	02/10/2020	04/11/2020 - 12:00pm	
Civil engineering	RESURFACING AND ANCILLARY WORKS FOR A 3 YEAR PERIOD	T 23 of 2020/21	02/10/2020	04/11/2020 - 12:00pm	13/10/2020 - 10:00am

**General assessment:**

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

The municipality maintains a website that is user-friendly. It was easy to source procurement information which contained a heading that easily stands out on the municipality's home web page. However, save for publishing RFQ awards, the municipality does not publish contract awards for larger contracts. The municipality also does not publish any service delivery agreements on their website. This information ought to be transparent to the public. For these reasons, I score the municipality 7/10.

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

Make service delivery agreements available to the public. Part of transparency is also to ensure that the public has the 'right information' that they can use to hold service providers accountable. Without this information, the public is often left in the dark about the services that they can reasonably expect from the service providers that are working in their communities.



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

The municipality has an impeccable presentation style of their procurement information on the website. This makes it easy for ordinary members of the public to access these documents. To me, their presentation style stands out as a potential best practice that other municipalities can implement.

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

There are no other issues.

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