

Name of the researcher.....Xavia Poswa.....
Name of the municipality.....Big 5 Hlabisa.....
Province.....KwaZulu Natal.....
National Treasury classification...B3.....
Population size...107 000.....
Budget...R34 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: <https://www.big5hlabisa.gov.za/index.php/en/tenders> (accessed on 3 November 2020)

Comments: The municipality has a functional website and a dedicated procurement page.

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.big5hlabisa.gov.za/index.php/en/tenders>

<https://www.big5hlabisa.gov.za/index.php/en/tenders?task=download.send&id=84&catid=5&m=0>

<https://www.big5hlabisa.gov.za/index.php/en/tenders?task=download.send&id=70&catid=5&m=0>

(accessed on 3 November 2020)

Comments: A scan of the website showed that the municipality has only managed to publish two tender notices and this was in early July and the 31st of August 2020 according to the document properties verification process. It must be noted that these tender notices are not published on the eTender portal. On the eTender Portal, the municipality seems to have published only two tender notices on the 8th of October 2020 and these of course fall outside of the assessment period set for this project. There are no tender notices published on the eTender Portal except for the two tender notices that do not apply to the period under review. Kindly see the example below of the two tenders published on the eTender portal.



Advertised Tenders

Category

- Any -

Province

- Any -

Cluster

- Any -

Department

Big Five Hlabisa Local Municipality

Tender Type

- Any -

Search

Reset

Category	Tender Description	Tender No.	Date published	Closing date & time	Compulsory briefing session
Security and investigation activities	Provision of General Security Services at Hluhluwe	B5H2020/21-06	08/10/2020	10/11/2020 - 10:00am	15/10/2020 - 12:00pm
Security and investigation activities	Provision of General Security Services at Hlabisa	B5H2020/21-05	08/10/2020	10/11/2020 - 10:00am	15/10/2020 - 12:00pm

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://www.big5hlabisa.gov.za/index.php/en/tenders?task=download.send&id=84&catid=5&m=0> (accessed on 3 November 2020)

Comments: The municipality does not publish the tender specifications on its website. In the tender notice above, a summary of the specifications is provided which then does not constitute specifications as required under question three. Furthermore, the tender notice provides that detailed specifications for this tender are contained in the tender document that is available at the municipality's office at a cost of R600. Lastly, the specifications for this tender have not been published on the eTender portal. See example below showing what is published on the eTender portal.



The screenshot shows the eTenderPublication website interface. At the top, there is a navigation bar with links: Home, About Us, Tender Opportunities, Category Information, Tender Documents, and Contact us. The main heading is "Advertised Tenders". Below this, there are search filters for Category, Province, Cluster, Department, and Tender Type. The Department filter is set to "Big Five Hlabisa Local Municipality". There are "Search" and "Reset" buttons. Below the filters is a table with the following data:

Category	Tender Description	Tender No.	Date published	Closing date & time	Compulsory briefing session
Security and investigation activities	Provision of General Security Services at Hluhluwe	B5H2020/21-06	08/10/2020	10/11/2020 - 10:00am	15/10/2020 - 12:00pm
Security and investigation activities	Provision of General Security Services at Hlabisa	B5H2020/21-05	08/10/2020	10/11/2020 - 10:00am	15/10/2020 - 12:00pm

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.big5hlabisa.gov.za/index.php/en/mfma-documents/category/19-intention-to-award-ebuvumbeni-> (accessed 3 November 2020)

Comments: The municipality does not publish information about who wins tenders, see the first source. Instead, it publishes information relating to its intention to award a tender to a certain bidder or bidders (see screenshot below example). It gives objectors an opportunity to make representations on whether they support its intention to award the tender or not. These representations are received by the municipal manager of the municipality. There is no information on the website which then confirms whether the decision to award the tender to a certain bidder was carried out or it was reversed based on the complaints received.

On the eTender portal there is nothing contained therein about the names of companies that have won a tender.

**BIG 5 HLABISA MUNICIPALITY
INTENTION TO AWARD BID**

Notice is hereby given to all interested parties and bidders in terms of regulation 49 of the Local Government Municipal Finance Management Act (SCM regulations) that Big 5 Hlabisa Municipality intends to award the following tender as per detail below:

Tender Number	Project Name	Service Provider/Bidder	BBBEE Status Level
B5H2020/21-01	The Upgrade of Hlabisa Sport Complex	Mzimkhulu Trading Enterprise	L1
B5H2020/21-03	Rehabilitation of Big5 Black Top Road	Jamjo Civils	L1
B5H2020/21-04	Construction of Gazu Station through Zangomfe to Kwavezi Road	Mhlonipheni General Trading	L1

The objections and complaints on the intention are to be directed to slmdletshe@big5hlabisa.gov.za by no later than **Wednesday, the 30th of September 2020 at 12h00** for Attention to Dr. VJ Mthembu.

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: C

Source: <https://www.big5hlabisa.gov.za/index.php/en/tenders?start=10>

Comments: The municipality does not publish tender specifications in the first instance.

6. Does a municipality publish the price of the contract?

- Yes, the municipality publishes the price of the contract.
- Yes, the municipality publishes the price of the contract but does not seem to publish the price of contracts for all tenders
- No, the municipality does not publish the price of the contract.

Answer: C

Source: <https://www.big5hlabisa.gov.za/index.php/en/tenders?start=40>

Comments: Both the website of the municipality and the eTender portal do not contain information regarding the price of the contract.

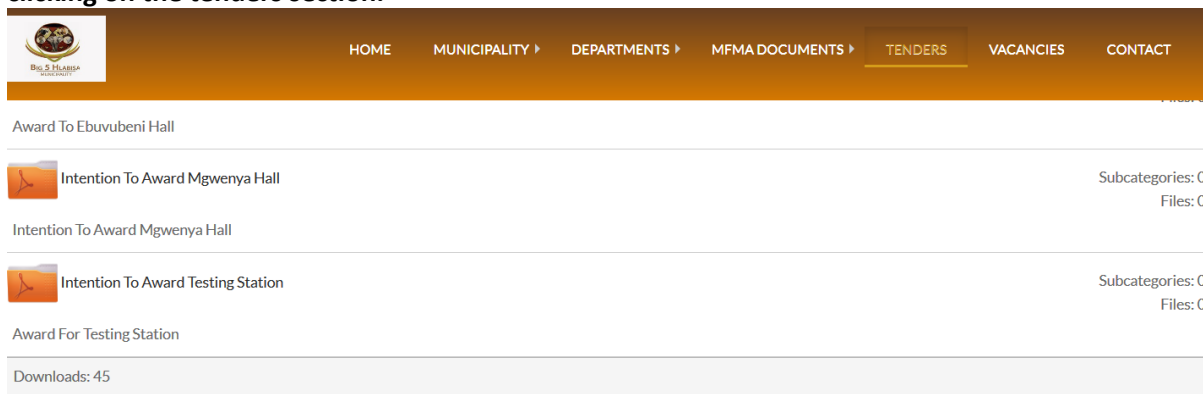
7. Does the municipality publish any information on how the project will be implemented, for instance, timelines and deliverables, otherwise known as service delivery agreements or implementation plans?

- 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.big5hlabisa.gov.za/index.php/en/tenders?start=0>

Comments: The website of the municipality does not publish any information relating to service level agreements or implementation plans. I could not find this type of information on the municipality's website. See the snapshot below of what appears on the municipality's page after clicking on the tenders section.



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: B

Source: <https://www.big5hlabisa.gov.za/index.php/en/tenders?start=30>
<https://etenders.treasury.gov.za/content/provision-general-security-services-hluhluwe>
<https://etenders.treasury.gov.za/content/provision-general-security-services-hlabisa>

Comments: The municipality does publish procurement information on both its website and the eTender portal but the information does not seem to correspond. However, the information that is published in the eTender portal falls outside the assessment period and therefore irrelevant for purposes of this project.

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 difficult and frustrating exercise browsing through the website. A person must go through at least four different pages to get to the actual page that contains the information. Sometimes, even when you have arrived on that last page, you discover that the page is empty. I therefore, give the municipality 4 in this regard.

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

The answer is simple, make the website user friendly and actually fill up the procurement page with relevant and updated procurement information. For a citizen that will be searching for information about a certain tender or tenders on this website, by the time they are done conducting the search, at least 500mb of data would arguably have been consumed.

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

None

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

What caught my attention is the fact that the municipality's website appeared to be updated on the face of it when I first logged in. However, as soon as I clicked on the tenders section, it became apparent that the information on the website was largely unavailable and that the website was in fact less user-friendly.