

**Name of the researcher: Michelle R. Maziwisa**

**Name of the municipality: Okhahlamba Local Municipality**

**Province: KwaZulu Natal**

**National Treasury classification: B4<sup>1</sup>**

**Population size: 132,068**

**Budget: R 252,740,000**

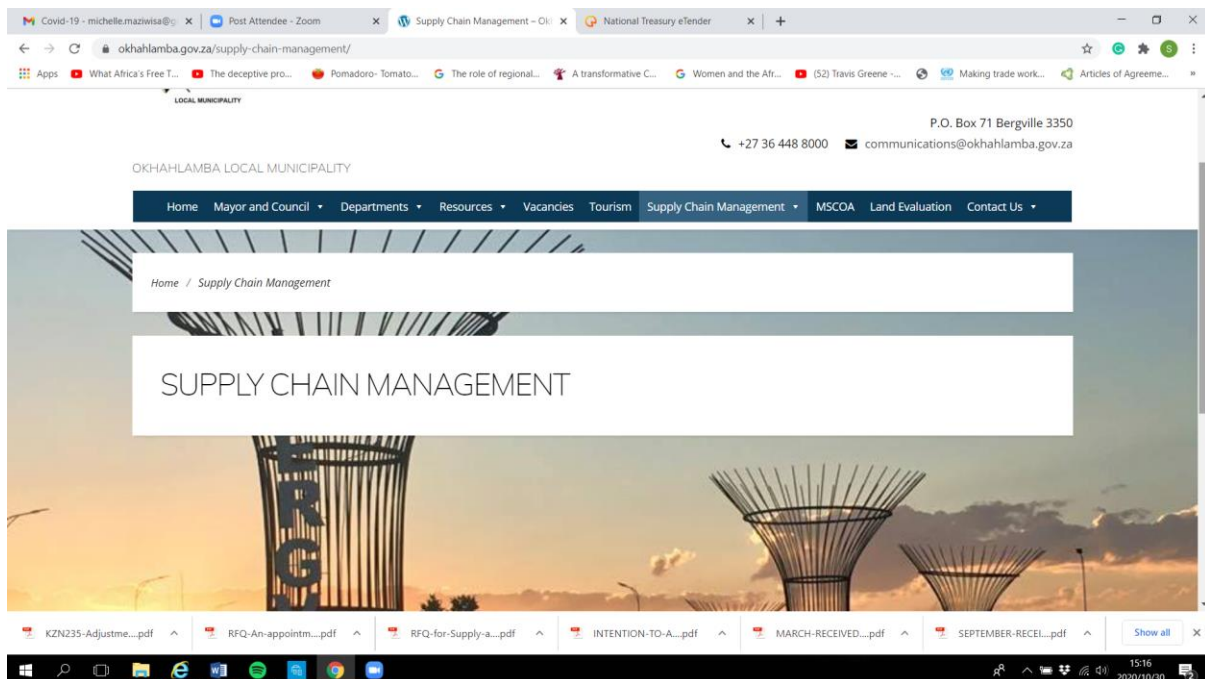
**1. Does the municipality have a functional website? Does the website have a dedicated page for procurement information, which can be accessed without registration?**

- 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://okhahlamba.gov.za/supply-chain-management/> (accessed 29 October 2020)

**Comments:** The municipality has an easily accessible webpage for procurement at first glance (as will be elaborated on below in the questions that follow). It has a drop down tab for Supply Chain Management, under this tab are a few tabs on bids, awarded bids, bidder information, tenders, quotations and notices.



<sup>1</sup> Category B4 are Local municipalities that are mainly rural with communal tenure and with, at most, one or two small towns in their area.

## 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:**

Notices <https://okhahlamba.gov.za/supply-chain-management/notices/> (accessed 29 October 2020)

Bids : <https://okhahlamba.gov.za/supply-chain-management/bids/> (accessed 29 October 2020)

eTender Portal- <https://etenders.treasury.gov.za/content/advertised-tenders> (accessed 04 November 2020)

**Comments:** The municipality publishes tender notices, but they are difficult to find. One would imagine that tender notices will be available under the tab 'Notices', but they are actually under the heading 'Bids'. Additionally, the tender notices are also available on the eTender Portal (see below).

The screenshot shows the 'Notices' page on the Okhahlamba Local Municipality website. The page has a breadcrumb trail: Home / Supply Chain Management / Notices. Below the breadcrumb is a table with three columns: Document, Date, and Link. Each row contains a document title, a date, and a 'Download' button. The documents listed are:

Document	Date	Link
Invitation for contractors to register	24/08/2020	Download
Invitation for contractors to register form	24/08/2020	Download
Application for rebates	26 June 2020	Download
Advert for Finance Intern October 2019	02 October 2019	Download
Public Notice - 2020 Financial Year	10 July 2019	Download
Public notice of ... 2019 2020	10 July 2019	Download
Public Notice S...	08 July 2019	Download

**Bids:**

The screenshot shows the 'Bids' page on the Okhahlamba Local Municipality website. The page has a breadcrumb trail: Home / Supply Chain Management / Bids. Below the breadcrumb is a table with two columns: Bid Title and Date. Each row contains a bid title, a date, and a 'Download' button. The bids listed are:

Bid Title	Date
ADVERT FOR WEBSITE, ADVERTISING AGENTS AND SECURITY SERVICES (1)	2020/08/13
ADDENDUM OF KHETHANI SPORT FIELD	2020/06/29
ADVERT FOR SPORTS FIELD AND TELEPHONE SYSTEMS AND INTERNET	2020/06/11
BID NOTICE NO 3	2020/05/27
SUBCONTRACTORS INVITATION BY DEPT OF TRANSPORT	2020/05/27

At the bottom of the page, there is a search bar with the text 'SEARCH' and a search icon. To the right of the search bar are logos for COVID-19, Health, and NDP. Further right is a 'WEATHER FORECAST' section showing '0° C'.

## eTender Portal:

The screenshot shows the eTender Portal interface for the Okhahlamba Local Municipality. The page is titled "Advertised Tenders" and features a search filter section with dropdown menus for Category, Province, Cluster, Department, and Tender Type. The Department is set to "Okhahlamba Local Municipality". Below the filters is a table of advertised tenders.

Category	Tender Description	Tender No.	Date published	Closing date & time	Compulsory briefing session
Publishing activities	COMMUNICATIONS PUBLICATIONS (NEWSLETTER/SERVICE DELIVERY BOOKLETS)	MM01/2020	08/10/2020	19/11/2020 - 12:00pm	
Other professional, scientific and technical activities	GENERAL VALUATION AND PREPARATION OF VALUATION ROLL FOR IMPLEMENTATION 1 JULY 2022 AND PREPARATION AND UPDATING OF VALUATION ROLLS 1 JULY 2022 TO 30 JUNE 2027	FIN05/2020	21/09/2020	15/12/2020 - 12:00pm	06/10/2020 - 10:00am

### 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://okhahlamba.gov.za/supply-chain-management/bids/> (accessed 30 October 2020).

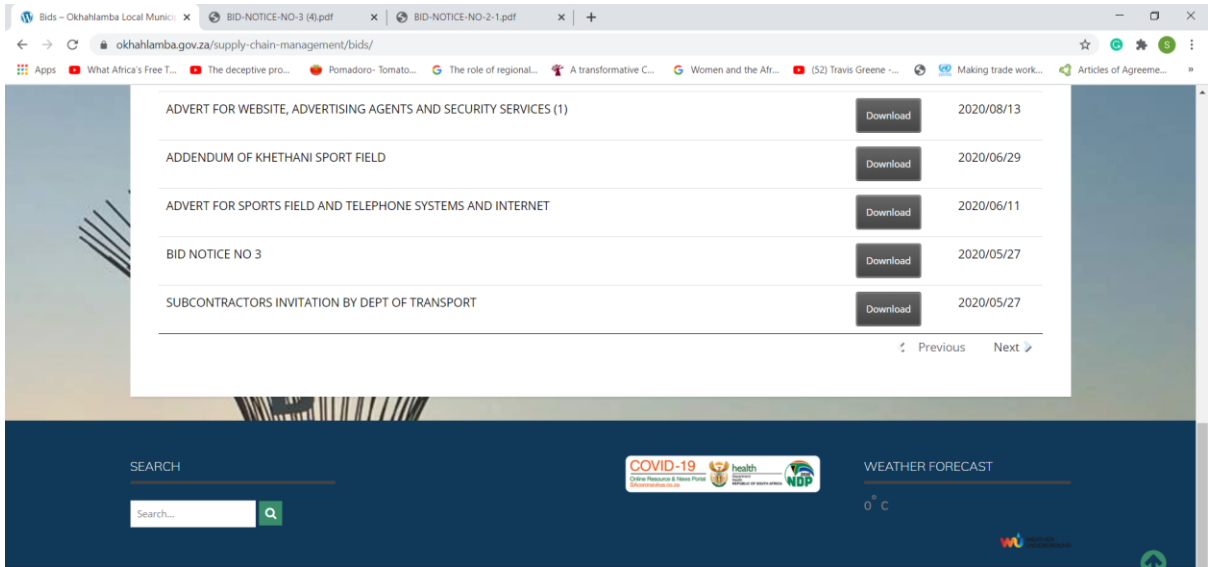
**Example 1 on the ETender Portal:** <https://etenders.treasury.gov.za/content/communications-publications-newsletterservice-delivery-booklets> (accessed 04 November 2020)

**Example 2 on the eTender Portal:**

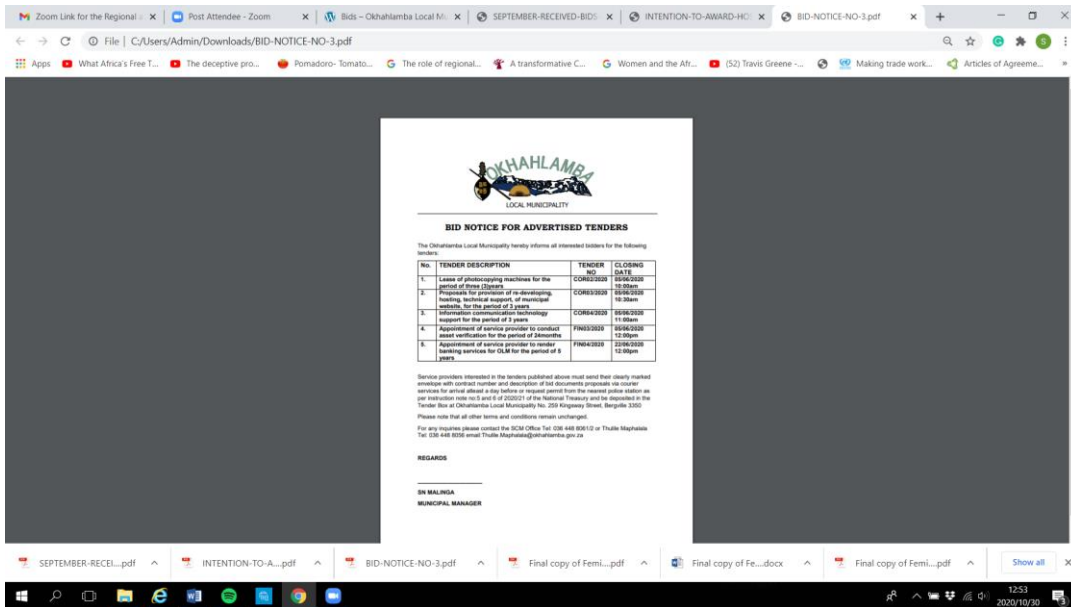
<https://etenders.treasury.gov.za/sites/default/files/tenders/COMMUNICATIONS%20PUBLICATIONS.pdf> (accessed 05 November 2020)

**Comments:** I selected C because I was not able to find tender specifications on the municipal website or the eTender Portal for the period under review. I also noticed that the eTender Portal has tender specifications for this municipality, but they are for periods outside the review period. I interpreted this as an indication that the general practice is to publish tender specifications on the eTender Portal. However, this does not alter the answer selection C. The screenshots below illustrate my observations.

**Municipal website:**



Once I clicked on Bid Notice 3, I found a list of tenders and how to submit bids, but no information of tender specifications (see list below).



eTender Portal:

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

### Advertised Tenders

Category: - Any -

Province: - Any - Cluster: - Any -

Department: Okhahlamba Local Municipality Tender Type: - Any -

Search Reset


Category	Tender Description	Tender No.	Date published	Closing date & time	Compulsory briefing session
Publishing activities	COMMUNICATIONS PUBLICATIONS (NEWSLETTER/SERVICE DELIVERY BOOKLETS)	MM01/2020	08/10/2020	19/11/2020 - 12:00pm	
Other professional, scientific and technical activities	GENERAL VALUATION AND PREPARATION OF VALUATION ROLL FOR IMPLEMENTATION 1 JULY 2022 AND PREPARATION AND UPDATING OF VALUATION ROLLS 1 JULY 2022 TO 30 JUNE 2027	FIN05/2020	21/09/2020	15/12/2020 - 12:00pm	06/10/2020 - 10:00am

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BID-NOTICE-NO-3...pdf 2019-2020 Consol...pdf Indaka-MM-29 Oct.docx SCM-Bid docume...doc 7P.1608.pdf 1H-44493.pdf Show all X

Bids - Okhahlamba Local Municipality National Treasury eTender BID-NOTICE-NO-2-1.pdf

etenders.treasury.gov.za/content/communications-publications-newsletterservice-delivery-booklets



**national treasury**  
Department of National Treasury  
REPUBLIC OF SOUTH AFRICA

**eTenderPublication**  
managing South Africa's national government finances

Home About Us Tender Opportunities Category Information Tender Documents Contact us

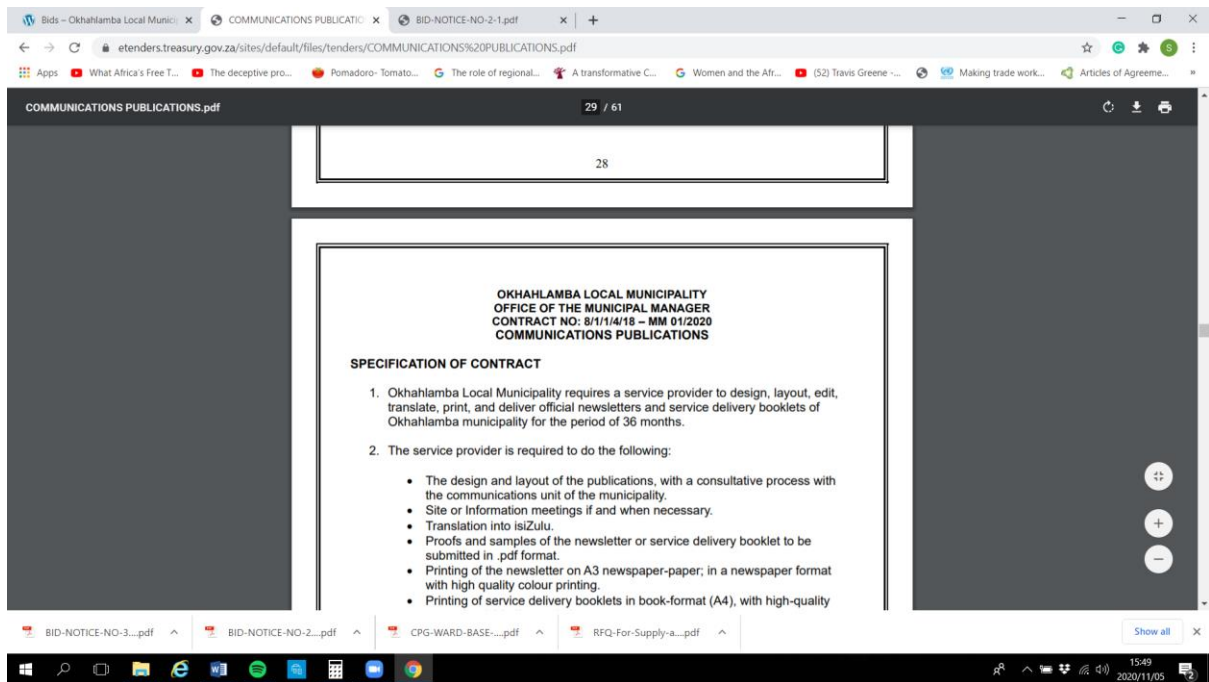
### Tender Information

Tender information:

Contacts Tender documents

COMMUNICATIONS PUBLICATIONS.pdf

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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://okhahlamba.gov.za/supply-chain-management/awarded-bids/> (accessed 04 November 2020)

**Comments:** The municipality does not publish the name of the companies or individuals who win the tenders, but it publishes intentions to award. In other words, the municipality has a webpage for Awarded Tenders, but on this page, there is a list of documents with headings 'Intention to Award...' However, there were no bids for the current period of assessment.

- I found it interesting that the municipality publishes an 'Intention to Award Contracts' stating the name of the company which would be awarded the contract, but the use of the word 'intention' makes it unclear.
- One could say that the intention of publishing an intention is to enable interested persons to challenge the intended contractor, if necessary, which is a good thing. However, the notice does not go further to provide the details of the bid by Vodacom in this document and it does not invite interested persons to challenge the intention.
- Neither does it provide the price of the bid, or other details for the contract. This makes it a bit confusing because there is no final list of who exactly was awarded the contract, in other words, one is left guessing whether the 'intention' to award the contract (in this case to Vodacom) was in fact fulfilled, and that the 'intention' is in fact not an intention, but rather a notice of the finally selected contractor.

Home / Supply Chain Management / Awarded bids

Document	Date	Link
INTENTION TO AWARD FOR ADVERTISING AGENTS AND RE-DEVELOING, HOSTING, TECHNICAL SUPPORT OF WEBSITE AND ESTABLISHMENT OF WEB PORTAL	30/10/2020	<a href="#">Download</a>
INTENTION TO AWARD HOSTING OF TELEPHONE SYSTEM AND INTERNET SERVICES	02/10/2020	<a href="#">Download</a>
INTENTION TO AWARD KHETHANI SPORTS FIELD AND BANKING SERVICES	16/09/2020	<a href="#">Download</a>
INTENTION TO AWARD LEGAL SERVICES	17/08/2020	<a href="#">Download</a>
INTENTION TO AWARD DOCTORS, LEASE OF PHOTOCOPIING MACHINES, INFORMATION TECHNOLOGY ANG ASSET VERIFICATION	12/06/2020	<a href="#">Download</a>
INTENTION TO AWARD KHETHANI SURFACED R4OADS AND ELECTRICAL CONSULTANTS	05/06/2020	<a href="#">Download</a>

BID-NOTICE-NO-3...pdf | 2019-2020 Consoli...pdf | Indaka-MM-29 Oct.docx | SCM-Bid docum...doc | 7P.1608.pdf | 1H-44493.pdf

INTENTION TO AWARD-RESTRUCTURING-OF-CELL-PHONES-AND-DATA-LINES.pdf 1 / 1

**OKHAHLAMBA**  
LOCAL MUNICIPALITY

**INTENTION TO AWARD**

1. INTENTION TO AWARD FOR CONTRACT NO: COR 03/2019 PROPOSALS FOR RESTRUCTURING OF MUNICIPAL CELL PHONES AND DATA LINES FOR THE PERIOD OF THREE YEARS

Bidders are hereby informed that the recommended company to be awarded for the above mentioned contract is **Ethemba Computers and Consulting**.

In terms of section 49 of the Municipal Supply chain Management Regulation No 27636 of 2000. The awarding for contract will be confirmed in writing after fourteen (14) calendar days from **08 November 2019 to 21 November 2019**

Noting that the intention to appoint thereof has followed all Supply Chain Management due process, and as such any person found to have contracted or solicited the bidder should be reported to the Municipal Manager with immediate effect.

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://okhahlamba.gov.za/supply-chain-management/awarded-bids/>(accessed 29 October 2020)

**Comments:** I did not find specifications for tenders (cross ref response to question 3). I was only able to find specifications for requests for quotations on the municipal website, but not for tenders. I was able to find 'requests for quotations' from August 2019 and prior to that date. This illustrates that specifications for quotations are available long after the contract has been awarded, but not for tenders. One must question why these two are treated differently. In fact tenders might be said to require more transparency because of the larger prices, in comparison to quotations. In other words, I did not see any tender specifications available on the municipal website and the eTender Portal both before and after the award of the contract.

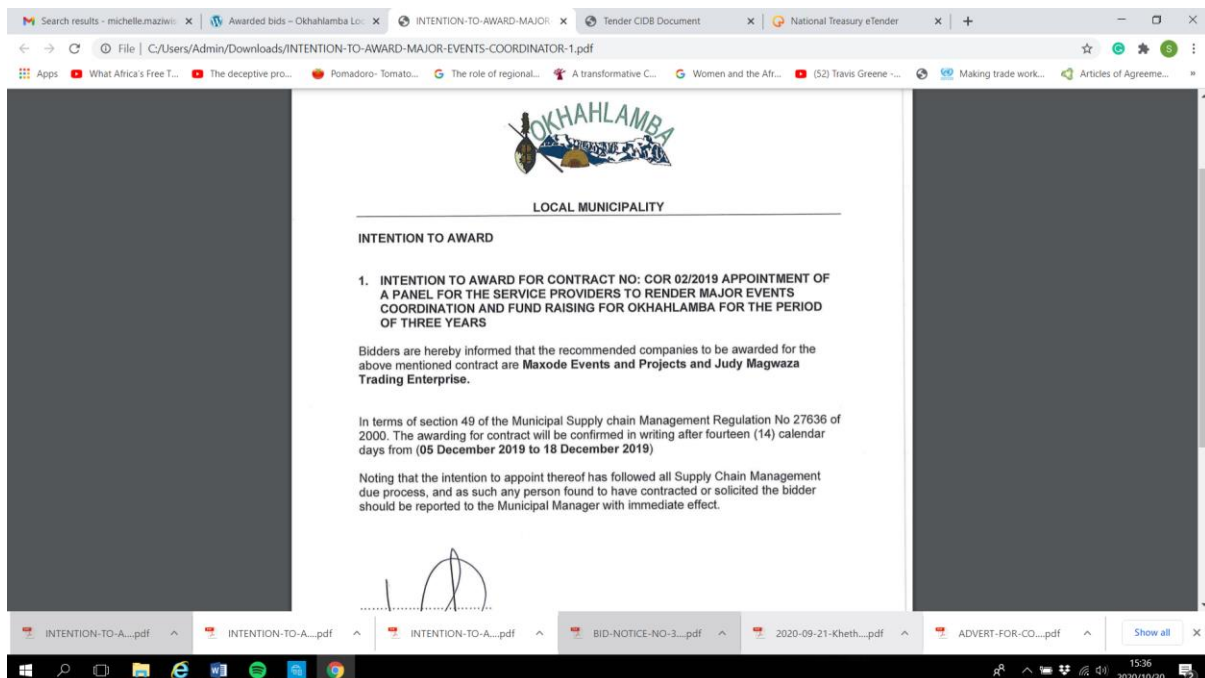
**6. Does a municipality publish the price of the contract?**

- 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://okhahlamba.gov.za/supply-chain-management/awarded-bids/> (accessed 30 October 2020)

**Comments:** I was only able to find a tab for 'awarded contracts', but on that page there was only a list of intention to award, and in these documents, there are no details of the price of the contract, only the name of the company which would be awarded the contract. I say 'would' because it is an 'intention' document, not apparently 'final' (see below).



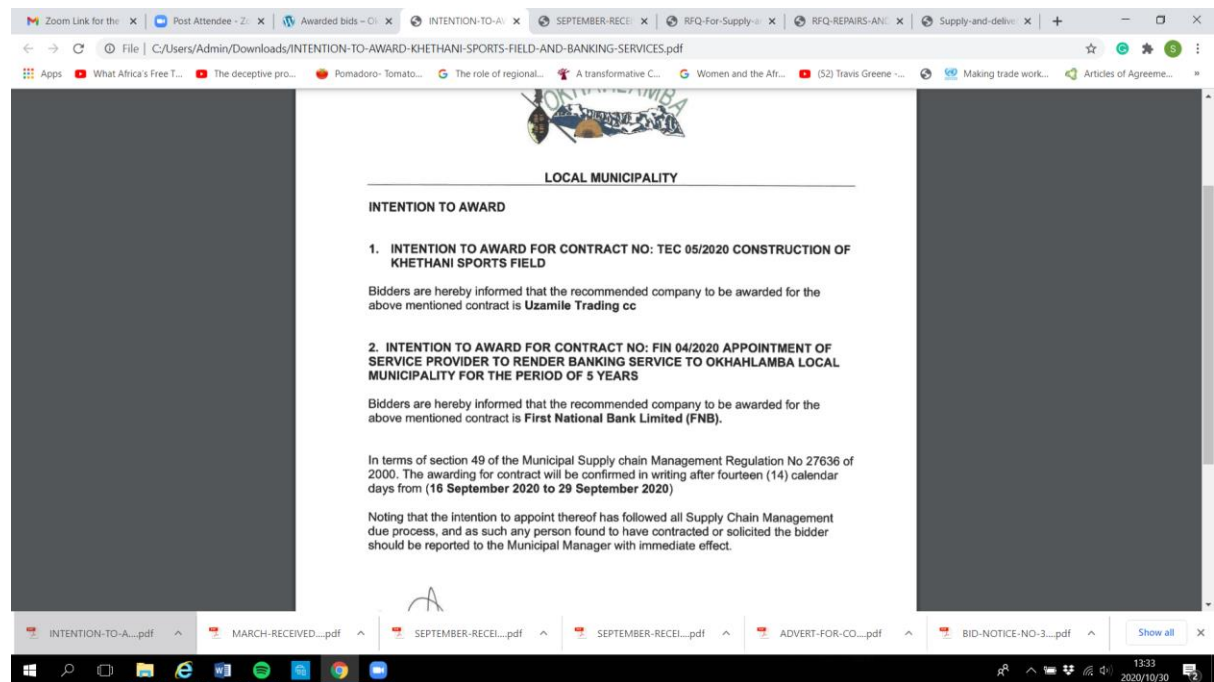


7. Does the municipality publish any information on how the project will be implemented, for instance, timelines and deliverables, otherwise known as service delivery agreements or implementation plans?
- Yes, the municipality publishes information on how the project will be implemented.
  - Yes, the 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:** <https://okhahlamba.gov.za/supply-chain-management/awarded-bids/> (accessed 29 October 2020)

**Comments:** The municipal website does not provide any information on how the project will be implemented. It only provides a list on 'intention to award contract' which once opened, reveals only the name of the preferred company. However, this is merely title intention and not clearly the final selection. Which means communities would have to guess whether a specific company was in fact in the end awarded the contract or if it was challenged, and a different company preferred. For example, see below.



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

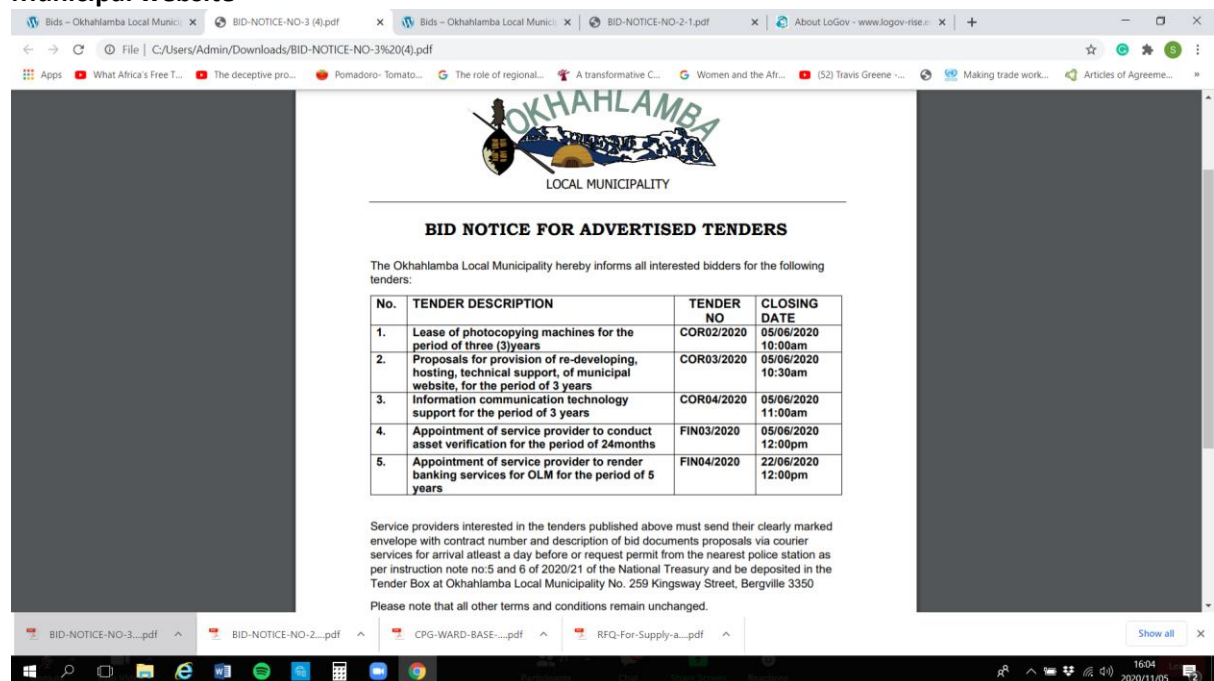
## Source:

Municipal website <https://okhahlamba.gov.za/supply-chain-management/bids/> (accessed 29 October 2020)

eTender Portal <https://etenders.treasury.gov.za/content/advertised-tenders> (accessed 29 October 2020)

**Comments:** While the municipality publishes information on both the municipal website and the eTender Portal, the information on the two websites is not the same. For example, the eTender Portal only has two tenders advertised currently for this municipality, but the municipality has several advertised tenders (see below). For example, tenders opening on 08 October 2020, there is one on the eTender Portal, but five on the municipal website, and the tenders advertised on each platform are not appearing on the other platform. Since the eTender Portal removes older tender adverts, I used the adverts that were available when the research was conducted (29 October 2020 for this question).

## Municipal website



The screenshot shows a web browser displaying the Okhahlamba Local Municipality website. The page features the municipality's logo at the top, which includes a map and the text 'OKHAHLAMBA LOCAL MUNICIPALITY'. Below the logo, the heading 'BID NOTICE FOR ADVERTISED TENDERS' is centered. The main content area contains a table with five rows of tender information. Below the table, there is a paragraph of text providing instructions for service providers, and a note at the bottom stating that all other terms and conditions remain unchanged. The browser's address bar shows the file path 'C:/Users/Admin/Downloads/BID-NOTICE-NO-3%20(4).pdf'. The taskbar at the bottom of the screen shows various application icons and the system clock indicating 16:04 on 2020/11/05.

**BID NOTICE FOR ADVERTISED TENDERS**

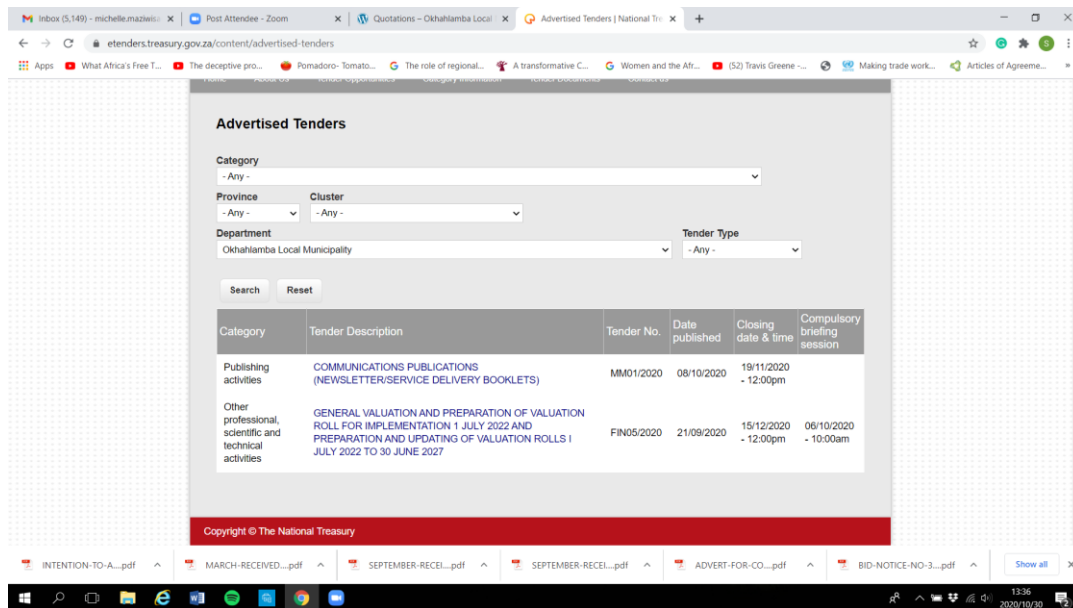
The Okhahlamba Local Municipality hereby informs all interested bidders for the following tenders:

No.	TENDER DESCRIPTION	TENDER NO	CLOSING DATE
1.	Lease of photocopier machines for the period of three (3) years	COR02/2020	05/06/2020 10:00am
2.	Proposals for provision of re-developing, hosting, technical support, of municipal website, for the period of 3 years	COR03/2020	05/06/2020 10:30am
3.	Information communication technology support for the period of 3 years	COR04/2020	05/06/2020 11:00am
4.	Appointment of service provider to conduct asset verification for the period of 24 months	FIN03/2020	05/06/2020 12:00pm
5.	Appointment of service provider to render banking services for OLM for the period of 5 years	FIN04/2020	22/06/2020 12:00pm

Service providers interested in the tenders published above must send their clearly marked envelope with contract number and description of bid documents proposals via courier services for arrival atleast a day before or request permit from the nearest police station as per instruction note no:5 and 6 of 2020/21 of the National Treasury and be deposited in the Tender Box at Okhahlamba Local Municipality No. 259 Kingsway Street, Bergville 3350

Please note that all other terms and conditions remain unchanged.

## eTender Portal




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### 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 not easy to navigate this website. I would rate it 5/10. The headings do not match the information under the headings.

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

The municipality needs to create a friendlier user interface.

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

The municipality publishes 'intentions to award tenders' which presents entry points for communities to challenge specific awards. However, the fact that the intention is not accompanied with the tender specifications and the bid of the selected company reduces the potential for communities to challenge the intended award prior to its finalisation.

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

It seems that the municipality has good intentions to be transparent, but the information is not sufficient and it is not very well organised in the sense that it is difficult to find.