Name of the researcher: Thabile Chonco…………………………………………………

Name of the municipality: Emfuleni Local Municipality……………………………………………

Province: Gauteng……………………………………………………………………………

National Treasury classification: B1………………………………………………………………..

Population size: 721 663…………………………………………………………………..

Budget: R6,4 billion/R6 400 349 000………………………………………………..

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://www.emfuleni.gov.za/index.php/supply-chain-management/new-tenders and https://www.emfuleni.gov.za/index.php/supply-chain-management/home (accessed 27 October 2020).
Comments: The municipality has a functional website with a dedicated page for procurement information. This dedicated page can be accessed without registration. The "tenders" tab has a drop down list that allows one to access different types of tender documents.

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.emfuleni.gov.za/index.php/supply-chain-management/new-tenders and https://www.emfuleni.gov.za/index.php/supply-chain-management/tender-opening-register/2020 (accessed 27 October 2020)
Comments: The only lists the municipality has uploaded are for tender notices/bids that closed in July and August 2020. The document properties of the tender notices show that the documents were created in June 2020.

There are also bid opening registers, on the website, for tender notices that are not published on the website. There are clearly big gaps in the publishing of tender notices.

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
Source: http://www.emfuleni.gov.za/index.php/supply-chain-management/new-tenders and https://www.emfuleni.gov.za/images/docs/scm/advert40_46_2020.pdf (accessed 27 October 2020).
Comments: The municipality does not publish tender specifications on its website, it only has tender notices. The municipality does, however, state in its tender notices that bid documents will be available at its municipal office at a fee or may also be downloaded from the eTender portal for free.

The tender specifications for the tender notices for 1 September 2019 to 31 August 2020 are, however, not available on the eTender portal. Whether these tender specifications were indeed published on the eTender portal cannot be determined as the information on the eTender portal gets updated frequently.

When I checked the current tenders published on the eTender portal, there are no tender notices to check and contrast with to determine whether tender specifications do get uploaded or not. And whether the specifications for the notices for the period of 1 September 2019 to 31 August 2020 might have been uploaded but were subsequently removed.

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: http://www.emfuleni.gov.za/index.php/supply-chain-management/awarded-tenders and https://www.emfuleni.gov.za/images/docs/scm/awards/201920/may_2020.pdf (accessed 27 October 2020).
Comments: At first it is not clear when the information was published as it is slotted under folders. For example, under the year "2020" there is a folder titled "May" which has a document with all the awards that were made in May. When exactly the document was published on the website is unclear. But when you download and check the document's properties, it shows that it was created one month after the award was made.

The awarded tenders' lists that were uploaded for the assessment period were published between one to three months after the awards were made.

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.emfuleni.gov.za/index.php/supply-chain-management/awarded-tenders and https://www.emfuleni.gov.za/index.php/supply-chain-management/new-tenders (accessed 27 October 2020).
Comments: The municipality does not publish tender specifications on its website. The municipality does, however, state in its tender notices that bid documents will be available at its municipal office at a fee or may also be downloaded from the eTender portal for free. When I checked the current tenders published on the eTender portal, there are no tender notices to check and contrast with to determine whether tender specifications do get uploaded or not. Whether the specifications for the notices for the period of 1 September 2019 to 31 August 2020 might have been uploaded but were subsequently removed is unclear. As such, I chose option C because the tender specifications might have been removed after the award or they were not published at all.

Also, there are only lists of tenders that have been awarded (for 2019-September and for 2020-February to May) and not actual contracts that have been entered into with those 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: b
Source: http://www.emfuleni.gov.za/index.php/supply-chain-management/awarded-tenders and https://www.emfuleni.gov.za/images/docs/scm/awards/201920/march_2020.pdf (accessed 27 October 2020).
Comments: The prices are provided in the lists of tenders that have been awarded but prices are not published for all the awarded contracts/tenders. There are places in the lists where the municipality writes the amount as "as and when required basis".

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: http://www.emfuleni.gov.za/index.php/supply-chain-management/awarded-tenders (accessed 27 October 2020).
Comments: There is no information on the website that sets out the timelines and deliverables.
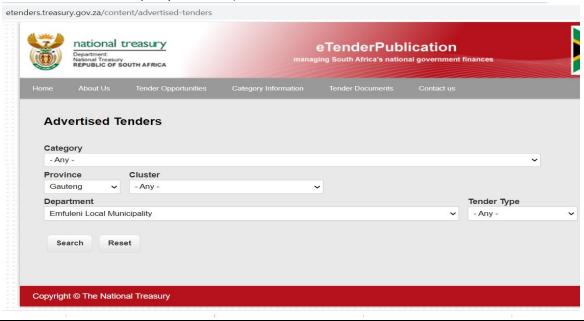
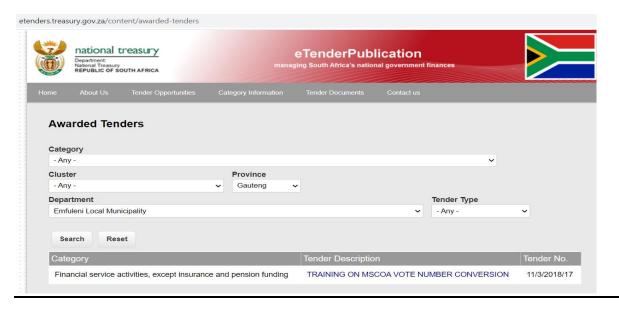8. **Does the municipality publish procurement information on both its website and the eTender portal?**
   a. Yes, the municipality publishes procurement information on both its website and the eTender portal.
   b. Yes, the municipality publishes procurement information on both its website and the 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: http://www.emfuleni.gov.za/index.php/supply-chain-management/new-tenders **and** https://etenders.treasury.gov.za/content/advertised-tenders (accessed 27 October 2020)

Comments: With regards to advertised tenders, the information on the website does not correspond with the eTender portal. In fact, there were no advertised tenders on the eTender portal for the assessment period of 1 September 2019 to 31 August 2020. There is, however, an awarded tender that is published on the eTender portal (it is not important for purposes of this survey though as it falls under the year 2018 [tender number 11/3/2018/17] and the corresponding tender notice is not available on the municipality's website).

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 very easy to navigate the website. The "tenders" tab is on the home page and has a drop down function which lists the rest of the sub-tabs for easy access. Out of 10, I give it 9.

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

Their tender bids seem incomplete, the information on the website only covers the months of July and August 2020. So they should publish complete information and keep their information up to date. They should also publish tender specifications, publish a list of awarded tenders and the amounts of each tender. In addition to the aforementioned, they should upload the contracts concluded between the municipality and service providers after tenders are awarded.

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

No.

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

The way the municipality limits the tender notices it has available on its website is concerning. One cannot even view the previous year's tender notices because they are not available. Even tender notices for the January to June 2020 period, if there were any, are not available. Not only does the municipality not have tender notices but it also does not have the contracts it has awarded thus far. No transparency at all.