Name of the researcher……Henry Paul Gichana**……**

Name of the municipality……Moqhaka Local Municipality**……**

Province……………………………Free State**……….**

National Treasury classification…………………B2**…………………….**

Population size………………………160,532**…………………………..**

Budget…………………………………R 916 million **………………………..**
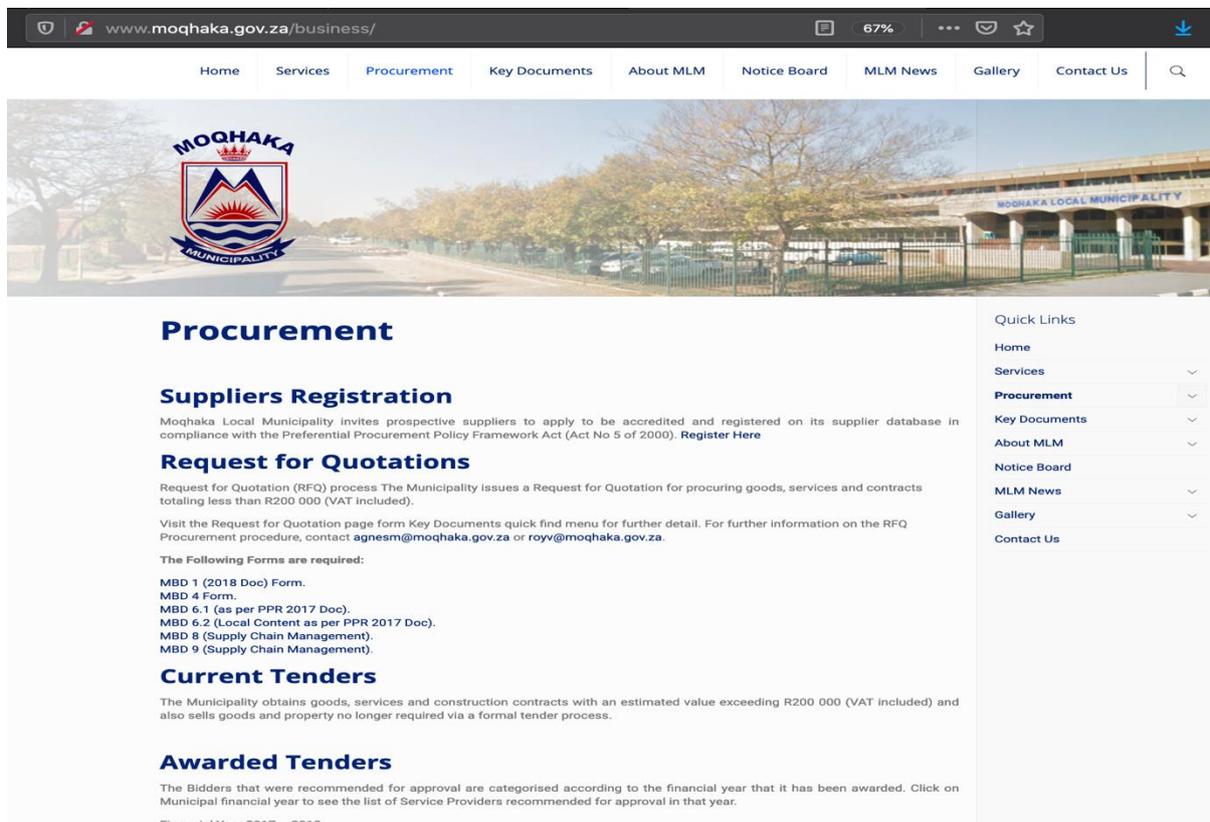
1. **Does the municipality have a functional website? Does the website have a dedicated page for procurement information, which can be accessed without registration?**
   a. Yes, the municipality has a functional website with a dedicated page for procurement information, and this information can be accessed 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.moqhaka.gov.za/business/
Comments: The municipality has a functional website with a dedicated page for procurement information. However, the links for "current tenders" and "awarded tenders" available on the page do not open. The information can however be accessed separately under the "Quick Links" section of the website.

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: http://www.moqhaka.gov.za/current-tenders/
Comments: Over the survey period, the tender notices available on the site are only those issued in the month of August 2020. There is therefore a glaring gap for the remainder of the period.

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.moqhaka.gov.za/open-tenders/
Comments: Only tender notices are published on both the website and the portal. Access to the tender documents is pegged on the payment of a non-refundable fee of R 3,240.

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.moqhaka.gov.za/awarded-tenders/; http://www.moqhaka.gov.za/wp-content/uploads/2020/10/Tenders-Awarded-1st-Quarter-2020-21.pdf
Comments: The documents published online contain lists of awarded tenders and the winners. The fact that some of the lists have contracts awarded overs a span of months indicates a failure to publish within the required timeline.

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.moqhaka.gov.za/open-tenders/
Comments: There are no published tender specifications on the website or the portal. Refer to question 3 above.

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.moqhaka.gov.za/awarded-tenders/
Comments: The prices of the contracts awarded is published quarterly. Although the website has clear sections with links for contracts awarded for the third quarter and end year of 2019, opening these links reveals that the listed contracts were not awarded over the specified quarters. Contracts awarded over those quarters are therefore not available on the website. There is however information for the first three quarters of this year, 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?**
   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.moqhaka.gov.za/business/
Comments: There is no information available on the website regarding project implementation for any of the tenders published over the survey period or for any other period.

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

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? **7. There was a bit of difficulty in accessing the information available on the procurement page due to the inaccessible links (see question 1 above).**

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

The links on the procurement page should be fixed and tested to ensure they provide access.

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

None identified.

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

None.