

PRIORITISING WOMEN IN THE PROCUREMENT OF SERVICES TO INFORMAL SETTLEMENTS

PHASES OF PUBLIC PROCUREMENT

PHASE 1

PROCUREMENT PLANNING

Municipality decides there's a NEED for services and that it must procure a SERVICE PROVIDER/ CONTRACTOR (e.g., to install toilets).

PHASE 2

TENDER/BID SPECIFICATIONS

Municipality writes tender specifications which says exactly WHAT SERVICE should be provided, HOW, WHERE and by WHEN.

PHASE 3

COMPANIES INVITED TO BID

Municipality ADVERTISES the tender/bid e.g., via newspaper and radio. They might have a pre-bid meeting for companies to ask questions.

PHASE 4

SUBMITTING AND OPENING OF BIDS

Companies submit bids showing HOW they will provide the services and the COST. Municipality OPENS ALL BIDS in public on closing date.

PHASE 5

EVALUATE AND ADJUDICATE BIDS

Bids are EVALUATED by committees, looking at price, quality, technical capacity and BEE. The committees might interview shortlisted bidders.

PHASE 6

SELECT COMPANY AND AWARD BID

The company that best meets all the criteria is chosen. Municipality does background and tax checks and then AWARDS the contract.

PHASE 7

CONTRACT IMPLEMENTATION

Once the company is contracted, municipality must MONITOR them to ensure that services are delivered as per the CONTRACT.

HOW MUNICIPALITIES CAN BE MORE INCLUSIVE

ASK WOMEN WHAT THEY NEED

Conduct a needs assessment with residents and ask WOMEN WHAT THEY NEED to be SAFE e.g. what type of services, how much and where.

WRITE SPECS USING RESIDENT INPUT

Use resident inputs to write bid specifications for SAFE and HEALTHY SERVICES e.g., toilets must have locks on doors and proper lighting.

BE MORE TRANSPARENT

All bid documents must be available at government offices and on its WEBSITE so everyone can ACCESS it and ask questions.

BIDDERS MUST KNOW THE CONTEXT

Municipalities should ask companies that bid to show that they understand INFORMAL SETTLEMENTS and BASIC SERVICES.

INCLUDE WOMEN ON COMMITTEES

Women must be fairly REPRESENTED on bid evaluation and adjudication committees to promote inclusion in municipal procurement.

PUBLISH CONTRACT AWARD INFO

Municipalities should let the public know who the contract was awarded to and why. This promotes ACCOUNTABILITY and TRANSPARENCY.

MONITOR WITH COMMUNITIES

WORK WITH residents to MONITOR contractors e.g., municipality must publish service delivery schedules so residents know what to expect.



For more information please contact:
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