

South African National Accreditation System  
 Libertas Office Park  
 Cnr Libertas and Highway Streets  
 Equestria  
 Pretoria  
 0184

## REQUEST FOR QUOTATION



### PLEASE COMPLETE AND SUBMIT TOGETHER WITH REQUIRED DOCUMENTS AND QUOTATION

<b>DATE OF ISSUE:</b>	01 December 2022	<b>REQUISITION NUMBER</b>	REQ0004645
<b>CLOSING DATE:</b>	08 December 2022	<b>CLOSING TIME:</b>	11:00
<b>QUOTE VALIDITY:</b>	60 days from the date the RFQ closed	<b>Submissions and enquires to be made to:</b>	Ms Nkhesani Mathebula <a href="mailto:procurement@sanas.co.za">procurement@sanas.co.za</a> 012 740 8536

#### 1. PRODUCT /SERVICE DETAILS

Description of goods / services: Media monitoring and media content analysis for a period of Sixteen months	Quantity required
<p>SANAs wishes to appoint a suitably qualified and experienced service provider for media monitoring and media content analysis services for a period of sixteen months (1 year, 4 months).</p> <p>The media monitoring analysis provides a comprehensive national and international daily monitoring service which includes print, broadcast, online media and social media to capture all SANAS media exposure, and also to verify that communication activities are having the desired effect.</p> <p><b>SCOPE OF WORK</b>            The scope of the service should include monitoring of the following:</p> <ul style="list-style-type: none"> <li>• <b>On-line Monitoring</b> <ol style="list-style-type: none"> <li>a) The service provider must monitor national and international on-line media;</li> <li>b) The service provider must provide SANAS with daily summaries of relevant articles, (with links to actual reports / clips / comments).</li> <li>c) The service provider should ensure that all subscription based articles are made readily available once included in the daily summary. A guarantee should be made that no additional costs will be incurred for subscription based articles.</li> </ol> </li> <li>• <b>Broadcast Monitoring</b> <ol style="list-style-type: none"> <li>a) The service provider must monitor on a daily basis national, community and international television news channels and programmes, radio news broadcasts, podcasts, as well as phone-in and current affairs programmes;</li> <li>b) The service provider must provide the daily monitoring of the broadcast media summaries as well as copies of or online links to the actual broadcast clips or podcasts with download availability at no extra cost to the client;</li> <li>c) On-demand electronic supply of television and radio broadcast items.</li> </ol> </li> <li>• <b>Print Monitoring</b> <ol style="list-style-type: none"> <li>a) The service provider must monitor all major national, community and international daily and weekly newspapers; national and international magazines and business journals for specific keywords or topics;</li> <li>b) The copies of the articles must be provided electronically via e-mail or via an online link to a pdf or word version of the article.</li> </ol> </li> <li>• <b>Social Media Monitoring</b> <ol style="list-style-type: none"> <li>a) The service provider must monitor all major social media sites for specific keywords or topics;</li> <li>b) The copies of social media mentions must be provided electronically via e-mail or via online link.</li> </ol> </li> </ul>	1 Service provider

• **Media Analysis**

a) The service provider must provide weekly and quarterly media analysis of coverage (print, online, broadcast, social media) for the SANAS, including major topics, favourability of coverage, coverage reach, and other analysis to assist the SANAS better manage reputational matters.

• **Media Archiving**

a) Provide the SANAS with an effective media archiving system, allowing for the retrieval of all media items (print, online, broadcast, social media).

**SERVICE DELIVERY EXPECTATIONS**

a) Daily electronic delivery of relevant media articles or clips to the SANAS – one at **07h30** and again at **14h00**.

b) Ability to access and provide electronic media coverage retrospectively.

c) Tracking of coverage across print, electronic, online, and social media platforms.

d) A weekly analysis report of coverage;

e) A monthly analysis report of coverage;

f) Ad-hoc reports on request at no extra cost;

g) Provide broadcast clippings on request at no extra cost;

h) Provide a user-friendly platform and archiving system;

i) Ensure continuous availability for consultation as and when required; and

j) A dedicated person to manage the SANAS account and support marketing team;

**SEARCH KEY WORDS:**

The service provider must make provision for thirty (30) key words and allow SANAS the leverage to amend the list of search key words from time to time at no additional cost.

**PRICING SCHEDULE**

Bidders are required to provide prices for all services, inclusive VAT. Prices must be firm and subject to rate of exchange. Pricing must be itemised (per month) and allocated as follows:

Item	Description	Price per month
1.	Online Monitoring	
2.	Broadcast Monitoring	
3.	Print Monitoring	
4.	Social Media Monitoring	
5.	Media Analysis	
6.	Media online archiving system	
7.	VAT (if registered)	
8.	Price inc VAT	

2

<b>Expected date of delivery:</b>	December 2022
<b>Contract or once-off:</b>	16 Months contract
<b>Technical / Mandatory requirements:</b>	<p><b>Below is a guide for structuring the proposal. Failure to provide these components will lead to disqualification. Service providers are required to demonstrate and submit the following:</b></p> <ul style="list-style-type: none"> <li>• Submit the project Methodology and Implementation plan in line with the requirements;</li> <li>• <b>Competence</b> – include list of related projects undertaken and provide reference three reference letters from previous clients and three examples of final products;</li> <li>• <b>Team</b> – highlight team members, roles, level of effort, experience and qualifications, preferably in IT and Software management (CVs must be attached);</li> <li>• <b>Quality assurance plan</b> – to ensure that the proposed system has undergone all types of reliability testing (confirmation/evidence must be included in the proposal);</li> <li>• Attachments required as stated in the request for quotation document; Short-listed service providers will be required to present their proposal as part of the selection process.</li> </ul>
<b>Other information:</b>	

### SECTION TO BE COMPLETED BY SUPPLIER

#### 2. SUPPLIER DETAILS

<b>Supplier name:</b>	
<b>CSD number:</b>	
<b>Contact person:</b>	
<b>Contact number:</b>	
<b>Email:</b>	
<b>VAT number (if applicable):</b>	
<b>Physical address:</b>	

#### 3. SCM COMPLIANCE REQUIREMENTS (please tick)

<b>Central Supplier Database Report or Summary</b>	
<b>Completed and signed SBD 4</b>	
<b>Completed and signed SBD 6.1</b>	
<b>Completed and signed SBD 8</b>	N/A
<b>Completed and signed SBD 9</b>	N/A
<b>Certified valid B-BBEE Certificate</b>	

**Certified valid B-BBEE Certificate**

**(Please note bidders will not be disqualified for not submitting a valid certified BBEE certificate or a sworn affidavit but will lead to the service provider not being awarded preference (BEE) points where the preferential point system is applicable)**

**EVALUATION PROCESS**

All bids will be evaluated as follows:

- **The First stage**, bids will be evaluated first for Administrative requirements, Only bids that meet Administrative and Compliance requirements will be considered for further evaluation.
- **The second stage**, bids will be evaluated in terms of price and 80/20 preference point system for quotations above R30 000 and below R50 000 000.

**4. QUOTATION TERMS & CONDITIONS:**

1. Quote validity refers to calendar days
2. SANAS reserves the right to award to multiple suppliers.
3. SANAS reserves the right to increase or decrease quantities at the prices quoted.
4. SANAS reserves the right to cancel this request.
5. All goods/services must be quoted in Rand value.
6. SANAS reserves the right to negotiate with bidders.
7. All fields must be filled in / completed for this document to be accepted.
8. Failure to submit the quotation by the date and time stipulated will result in disqualification.
9. Payment will be made 30 days after delivery of goods of services.
10. THIS QUOTE DOES NOT CONSTITUTE AN ORDER

**5. ACKNOWLEDGEMENT AND SUBMISSION:**

I hereby acknowledge and accept the terms and conditions of this request for quotation:

Name:..... Signature: ..... Date: .....