

REQUEST TO QUOTE FOR MEDIA MONITORING SERVICES FOR IZIKO MUSEUMS OF SOUTH AFRICA BY SUITABLY EXPERIENCED SERVICE PROVIDERS.

Reference Number	Iziko RFQ ADV Media Monitoring 09-2024
Description	REQUEST TO QUOTE FOR MEDIA MONITORING SERVICES FOR IZIKO MUSEUMS OF SOUTH AFRICA.
Address	Iziko South African Museum 25 Queen Victoria Street Cape Town 8001
Attention	Zikhona Jafta
Site	Iziko South Museums of South Africa
Closing date and time for submission	Monday, 16 September 2024, 11:00
Method of delivery	Quotes / Proposals, and accompanying documentation, must be emailed to (SCM) 021 481 3917: ndonson@iziko.org.za and smadlavu@iziko.org.za and scm@iziko.org.za
Technical enquiries	zjata@iziko.org.za or 021 481 3838
Name of Company	
CSD Supplier Number (MA.....Number)	
B-BBEE Status Level of Contribution	
Quote Price (Incl Vat)	
Signature	

BIDDER'S DISCLOSURE (SBD 4)

1. PURPOSE OF THE FORM (SBD 4)

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise,

employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name)..... in

submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder (Company Name)

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT
REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20

Total points for Price and SPECIFIC GOALS	100
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- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$	or	$Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$

Where

Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Evidence	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Persons, or categories of persons, historically disadvantaged- (HDI) by unfair discrimination on the basis of	<ul style="list-style-type: none"> • Proof of B-BBEE certificate; • Company Registration Certification • Identification Documentation. • CSD report 		
Race: Black persons (ownership)* 50% or more black ownership = 20 points Less than 50% black ownership = 10 points 0% black ownership = 0 points			

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company

- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

BACKGROUND IZIKO

Iziko Museums of South Africa (Iziko) is a schedule 3A public entity and non-profit organisation, partly subsidised by the National Department of Sport, Arts & Culture (DSAC), bringing together 11 national museums and a Social History Centre situated in the Western Cape under a single governance and leadership structure. Iziko was established in terms of the Cultural Institutions Act, 1998 (Act No. 119 of 1998) and is required to comply with the Public Finance Management Act (PFMA), 1999 (Act No. 1 of 1999, as amended) and its concomitant Regulations.

REQUEST TO QUOTE TO PROVIDE MEDIA MONITORING SERVICES FOR IZIKO MUSEUMS OF SOUTH AFRICA.

1. Scope of work

Iziko requires the services of a media monitoring agency/service provider to provide comprehensive media monitoring services for a 12-month period. The service should include the monitoring of national, regional and community print, broadcast and online platforms, as well as international media. The media monitoring service must be at a fixed monthly rate from the commencement of the contract period.

Iziko Museums is a diverse cultural heritage institution requiring flexible keywords that can be changed and updated from time-to-time. The main categories can be grouped in terms of the following: the museum sites, exhibitions (both temporary and permanent); researchers and key staff; programmes; project initiatives and campaigns.

Iziko requires a combination of daily media updates, as well as monthly summary reports and clippings. These press cuttings must include national, regional and community media from across all platforms, including broadcast media, which can be downloadable and stored.

Cost for access to the media gateway to download articles, video and sound clips for the duration of the contract for ten (10) Iziko employees must be included.

Keyword Tracking

Iziko must have flexible keyword options and the ability to alter, amend and update them as and when needed. In the hope for accurate tracking of brand mentions and due to the somewhat generic nature of our chosen keywords, source information must be geographically specific. Most Iziko sites are located within the Cape Town city limits, except for Groot Constantia Manor House, which is in the Groot Constantia Estate.

The Museum sites:

The Iziko South African Museum – more commonly referred to as the South African Museum; the Iziko South African National Gallery – more commonly referred to as the South African National Gallery or the National Gallery (South Africa specific); the Iziko Planetarium and Digital Dome – more commonly referred to as the Planetarium; the Iziko Slave Lodge – more commonly referred to as the Slave Lodge or Cultural History Museum (in Cape Town, South Africa); The Iziko Bo Kaap Museum – more commonly referred to as the Bo Kaap Museum; the Groot Constantia Manor house is referred to as the Groot Constantia Museum; the Michaelis Collection at the Old Town House – more commonly referred to as the Old Town House; the William Fehr Collection at the Castle of Good Hope – more commonly referred to as the Castle, or the Castle of Good Hope; The William Fehr Collection at the Rust en Vreugd House – more commonly referred to as Rust en Vreugd; the Iziko Social History Centre – commonly referred to as the Social History Centre.

Ensure that when tracking Iziko it should in relation to museums mentioned and staff. Castle of Good Hope must only be museum and exhibition related and not concerts/entertainment.

Exhibitions

Iziko Museums hosts a series of permanent and temporary exhibitions which changes from time to time. The names of these permanent exhibitions could be included in a standing grouping. Furthermore, Iziko requires the flexibility to change the keyword requirement in terms of temporary exhibitions, for the period that it's on show.

Campaigns and Commemorative Days

Annually Iziko also hosts at least six major Campaigns: International Museum Day (May); school holiday Campaigns; the in_herit Festival (September); Science Week, Marine Week (October); and Celebrate Summer (December to February) amongst others.

Iziko also celebrates South African commemorative days: Human Rights Day (21 March); Freedom Day (27 April); Africa Day (25 May); Youth Day (16 June); Mandela Day (18 July); Woman's Day (9 August); Heritage Day (part of the in_herit Festival), National Aids awareness Day and Emancipation Day (1 December); and Reconciliation Day (16 December).

Staff

These include the names of Iziko's executive, department directors, as well as researchers and curators.

2. Compliance Documents

Service Providers must submit all documents as outlined in Table below.

1	Central Supplier Database Report – with supplier number and company details (www.csd.gov.za) and Tax Status Verification Pin together with tax registration number.
2	Completed Request for quotation
3	A Valid B-BBEE Certificate or Sworn Affidavit to determine the Service provider's status level.

Note: Failure to supply any of the compliance documents stipulated may lead to the quote not being considered.

Table 2 Preferential Points

	Specific goals allocated points	Price
Total maximum points	20	80

3. Functionality Criteria / Proposal Evaluation

Service providers that do not score more than 60% for functionality will not be eligible for the 80/20 preferential point scoring.

Rating: 1 = Poor 2 = Average 3 = Good 4 = Very Good 5 = Excellent

#	CRITERIA	WEIGHTS
1	Company or Individual Experience <ul style="list-style-type: none"> The service provider must have five (5) years' experience in Media Monitoring. 1-2 years = 5 2-3 years = 10 4-5 years =15	15
2	Range/Extent of coverage and reach of monitoring service. This should make mention of: <ul style="list-style-type: none"> Community, regional, national and international coverage. Print media, broadcast media, online media coverage, podcast, and subscription-based publication (ensure that we have access of the whole article without subscribing). Which social media platforms are tracked (ie Facebook, Twitter, Instagram, LinkedIn, Google+, YouTube, Wikipedia). Social media monitoring. 	20
3	Functionality and ease of use of the access platform. This should make mention of: <ul style="list-style-type: none"> How tracking is communicated/shared with client (ie if it is shared in a newsletter, an excel spreadsheet, an interactive dashboard); The frequency of this communication. 	15
4	Reporting and clipping format, <ul style="list-style-type: none"> Including Advertising Value Equivalent (AVE) and sentiment specification (Please include a sample). Create comprehensive reports: Monitor unlimited keywords across all channels; customize email alerts to get real-time notifications; create dashboards and benchmark against competitors; easily share relevant content and reports with stakeholders; translate content with the click of a button; Export results to Excel and other reporting formats. Creating Media book. 	15
5	Flexibility, change and updating of keyword/service.	10
6	Frequency Alert Media to be monitored	10
7	Training and support	15

4. PRICING SCHEDULE

No	Description	Quoted Monthly Value	Comment
1	Type of media platforms service provider monitors		
2	Range and reach of monitoring service provider		
3	Access to platform: Describe functionality and cost for per person		
4	Reporting and clipping format including AVEs and sentiment specification		
5	Daily coverage notifications: Describe the frequency of the batches to be reported		
6	Support and training to access the platforms		
	Total Monthly Rand Value Excluding VAT		
	VAT		
	Total Including VAT		

Pricing Instructions

- Payment will be made based on the deliverables for the goods received.
- Payment will only be made on the basis of work completed satisfactorily, and invoices provided and approved by the project manager.
- Offer to be valid for 60 days from the bid closing date.

Please Note: a formal detailed quotation to be sent with proposal. The pricing schedule above and formal quotation must include all applicable costs and there can be no variation after award has been made.

Please supply contactable details of clients for reference purposes.

5. Formal Contract

- a) The proposal and appended documentation read together form the basis for an agreement to be negotiated and concluded in a formal contract between Iziko and the preferred Service Provider.
- b) A mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between Iziko and the preferred Service Provider/s.

6. General Principles

- a) The lowest or only quotation received will not necessarily be accepted.
- b) Iziko and its Council reserves the right to accept or reject any quotation in response to the Request to Quote and to withdraw its decision to seek the provision of these services at any time.

7. DECLARATION

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and ;
- iv) confirms that the contents of this questionnaire/forms (SBD 4, & 6.1) are within my personal knowledge and are to the best of my belief both true and correct
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.

Signed

Date

Name

Position

*Enterprise
name*

Please note that if the supporting documentation is not provided then the submission will be classified as non-responsive.

1. Disqualification

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/send after the bid closing date and time, or the supplier is not registered on the CSD or supplier has a non-compliant tax status, then unfortunately that bidder maybe disqualified. Please return this document with the supporting documents.

2. Bid Document Submission

Emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete email documents have been received by the IZIKO by the due date and time.

Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.