



REQUEST FOR QUOTATIONS

22 JANUARY 2026

REQUEST FOR QUOTATIONS FOR MEDIA MONITORING SERVICES

1. Purpose

- 1.1. To invite service providers to send quotations for Media Monitoring Services

2. Considerations/background

- 2.1. The Media and Communications Department is responsible for media monitoring. This is critical to track and evaluate the success of campaigns across social media platforms but also to monitor the general media coverage and public sentiment regarding the RSR to review negative or positive publicity and act quickly in a crisis. Media monitoring can further assist to manage the reputation of the RSR. A media monitoring service can assist in monitoring all media coverage about the organization and streamline this process. The tool is required for a period of two years and should have the following capabilities:

3. Scope of work / Specification

Specifications are as follows: Media Monitoring Services

Users: Access by up to 5 Authorized Users to the media monitoring tool. Authorized users in this context means specific employees who are given permission to use the media monitoring tool.

Searches: Search option with the choice to save up to 15 searches. A "Search" in this context means a string of keywords used to search online news or social media sources and find relevant results in the form of articles or posts. Results should be displayed in the media monitoring tool and contain a hyperlink to the original

source article or post. Searches should be

Dashboards: A minimum of 10 Dashboard(s) on the media monitoring tool. Dashboards should be customisable and display analytics and search results from any Searches. Each Dashboard should contain Widgets/ Graphs.

Widgets/Graphs: Access to both Brand Monitoring and Brand Analysis widget groups, including Potential Reach, Sentiment Score, Share of Voice, Advertising Value Equivalency, Top Languages, RSS Feed, Content Streams, Media Exposure, World Heat Map, Trending Themes, Top Publishers, and Top Locations widgets.

Sources: News and social media monitoring. News search should result from sources tracked in different countries. Historic news search results available for up to 12 months.

Extras: Tagging, translation and distribution of search results.

Sentiment: Natural Language Processing (NLP) analysis of article sentiment (whether positive, negative, or neutral) in selected languages.

Support: Technical and Consultative support during normal local business hours, for the duration of the subscription.

Email: Daily e-mail reports and ad-hoc dashboard reports showing search results for Authorized Users.

Mobile: Access to media monitoring tool app (should be available in iOS and Android) to view saved Searches and results.

Newsfeed

HTML newsfeed(s) on website or intranet site that mirror the News Link Search Results on the media monitoring tool.

Reports

- A monthly report providing insight and analysis from the media monitoring tool, the RSR's requirements.
- Report provided in PPT, Excel, Word.
- Reports provided as part of a recurring sequence throughout the subscription as per agreement.

Domestic Broadcast Monitoring

- Domestic broadcast monitoring should consist of South African news/newsreel content published by Radio and TV channels.
- RSR to provide keywords to be used to search among Radio and TV content as well as social media platforms. Search result links should be delivered in one or more RSS feed(s) into the media monitoring tool.

Domestic Print Monitoring

- Domestic print monitoring should consist of South African news published by print media i.e. Newspapers and magazines.

- RSR to provide keywords used to search among print content. Search result links should be delivered in one or more RSS feed(s) into the media monitoring tool.
- Design and send branded e-Newsletters from within the media monitoring tool, containing search results and/or internally generated content.
- Include 1 branded, customised template and 1 pre-saved distribution list.
- Pre-saved distribution list should save up to 1,000 e-mail addresses. (This amount of email addresses should be increaseable upon request)

Newsletter Distribution

- **Additional Newsletter distribution lists.** A distribution list in this context is a group of saved email addresses (either internal or external) which can be used to send branded Newsletters from within the media monitoring platform. Each distribution list can contain up to 1,000 email addresses. (This amount of email addresses should be increaseable upon request)
- **Correspondence Tracking.** The tool should be able to track the number of people opened the newsletter/ document and measure the amount of time everyone opened it for.

Global Content

Search results should come from online news sources across the globe.

Social media engagement tool

- Ability to connect owned social media profiles(across Facebook, Twitter, LinkedIn) to the platform and manage all pages from the platform.
- Ability to reply to all incoming messages across all social media profiles on a consolidated inbox.
- Schedule content across all social media profiles in one holistic content calendar.

- Measure & Report back on the impact of social media efforts across the various channels (Social Reports can be pulled manually or automated –ad-hoc/weekly/monthly).
- Ability to tag incoming or outgoing messages, allowing you to pull reports on campaigns, sentiment etc.
- Ability to assign incoming messages to team members for them to respond through the social media management inbox.

A non-compulsory briefing session will be scheduled as follows:

- Date: 28 January 2026
- Time: 10:30-11:30
- Via: Microsoft Teams

Interested bidders are requested to send an email to fumanim@rsr.org.za in order to receive the meeting invitation link.

4. Administrative / Compliance Requirements

- 4.1. Registration on National Treasury CSD report
- 4.2. Comprehensive quotation (prices must be VAT Inclusive)
- 4.3. Tax Pin & Tax clearance certificate
- 4.4. Fully Completed and signed Standard Bidding Documents (SBD) forms documents
- 4.5. A valid BBBEE certificate or sworn affidavit (on sworn affidavit indicate the day, month and year of the financial year period ie, 31 March 2022)
- 4.6. Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)

- 4.7. A Copy of the identity document of the company owner(s)
- 4.8. Valid Medical Certificate
- 4.9. Valid South African Social Security Agency (SASSA) registration (**Where applicable**)
- 4.10. Valid National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)

Failure to submit valid documents listed above (No - 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) for proof of claim specific goals as stipulated in Section 6 below will lead to the service provider not being awarded points for specific goal.

5. Functionality Evaluation Criteria

- 5.1. The suitable service provider must demonstrate capacity and capability to execute this project by complying with the functionality criteria on the table below:

No.	Functionality Criteria	Points Allocation	Weight
1.	<p>Company Registration</p> <p>The company should be in existence for 5 or more years.</p> <p>Attached the CSD or CIPC documents</p>	<ul style="list-style-type: none"> • 0 Points- Less Than 5 Years' Existence • 10 Points- 5 Years' Experience to Less Than 6 Years' Existence • 15 Points- 6 to Less Than 8 Years of Existence • 20 Points- 8 to 10 Years' and Above Existence 	20

2.	<p>CV of Account Manager</p> <p>The Account Manager to provide their CV detailing the management of similar projects for Media Monitoring, which entails the process of tracking, collecting, and analysing mentions of specific content or keywords across various platforms. This includes traditional media like newspapers, TV broadcasts and digital media like social networks and online news sites.</p>	<ul style="list-style-type: none"> • 10 Points- 1 to Less Than 3 Years' Experience • 20 Points – 3 to 5 Years' Experience- 20 Points • 30 Points- More Than 5 Years' Experience-30 Points 	30
3.	<p>Reference Letters</p>	<ul style="list-style-type: none"> • 0 Points- No References • 10 Points- 1 References 	30

	<p>Must be able to provide three reputable references of media monitoring services completed within the last 5 years. This should be on the letterhead of the referee and be signed and dated.</p>	<ul style="list-style-type: none"> • 20 Points- 2 References • 30 Points- 3 References 	
4.	<p>Media Monitoring Tool</p> <p>The proposed media monitoring tool must comply with the specifications, including but not limited to:</p> <ul style="list-style-type: none"> • Social media integration • Dashboards & widgets • Sentiment analysis 	<ul style="list-style-type: none"> • 0 Points- Does not comply with the specification • 10 Points - Partially complies with the specification • 20 Points - Fully complies with the specifications 	20

	<ul style="list-style-type: none"> • Reporting & mobile access • Newsletter distributions 		
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Service Providers must attain a minimum threshold of **65 points** or more to be considered for evaluation on the 80/20 Preference Point System.

Failure to attain the set minimum threshold will result in a disqualification.

6. Evaluation 80/20 Preference Point System

- 6.1. The price quotations will be evaluated in accordance with the pre-scripts of the Preferential Procurement Policy Framework Act (PPPFA) and its regulations, in particular Preference Procurement Regulation 2022 which stipulate **80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million (inclusive of all applicable tax)**.
- 6.2. **A maximum of 80 points for price and 20 points for the specific goal specified on the request for quotation may be awarded to a Service Provider.**
- 6.3. **Points for the specific goal will be awarded as specified on the table below:**

NO	SPECIFIC GOALS	PREFERENCE POINT (OUT OF 20)	PROOF OF CLAIM

1	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people	10	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
2	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black women	5	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
3	An Exempt Micro Enterprises (EME) or Qualifying Small	3	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s)

	Enterprise (QSE) which is at least 51% owned by youth		<ul style="list-style-type: none"> • A valid SANAS accredited BBBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC)
4	An Exempt Micro Enterprises (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by person(s) with disabilities	2	<ul style="list-style-type: none"> • Copy of the identity document of the owner(s) • A valid SANAS accredited BBBEE certificate or a valid BBEEE sworn affidavit (whichever is applicable) • Central Supplier Database (CSD) report • Valid company registration documentation that are issued by Companies & Intellectual Property Commission (CIPC) • Valid Medical Certificate • Valid South African Social Security Agency (SASSA) registration (Where applicable)

			<ul style="list-style-type: none">• Valid National Council for Persons with Physical Disability in South Africa registration (NCPPDSA)
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6.4. **For Points to be awarded for the specific goals the proof for the claim for such goal must be submitted.**

7. **Technical Enquiries**

7.1. **SCM Enquiries**

Mr. Fumani Mabunda

fumanim@rsr.org.za

7.2. **Project Manager Enquiries**

Ms. Celine C. Morolong

celine.morolong@rsr.org.za

8. **Closing Date and Time for responses to this request for quotation**

8.1. The request will be **closed on 06 February 2025 at 16h00**. Responses may be emailed to fumanim@rsr.org.za