



## **SPECIFICATIONS FOR MEDIA MONITORING FOR A PERIOD OF 12 MONTHS**

### **1. SCOPE OF SERVICE**

The Service Provider will be expected to provide the following services:

- 1.1. Monitor local and international news on print, online and broadcast media on a daily basis using 3 keywords i.e. SASSA, South African Social Security Agency (SASSA) and social grant during 7 days of the week.
- 1.2. Monitor social media, provide analytics and reputation analysis on Facebook, YouTube, Instagram, Periscope and Twitter.
- 1.3. To provide confirmation of Database to include all 114 Caxton community titles and at least 90 independent community newspapers spread over the 9 provinces.
- 1.4. To monitor at least three community radio stations per province.
- 1.5. Provide daily updated e-mail alerts at least thrice a day to SASSA Media Liaison staff as well as senior management staff.
- 1.6. Provide access to a portal updated hourly.
- 1.7. Provide archive facility for all material even post contract period as well as a disk at end of contract.
- 1.8. Access to all broadcast clips at no extra cost for copyright.

## **2. MONTHLY REPORTING**

2.1 The appointed Service provider will be expected to provide quantitative and qualitative analysis reports based on adaptable reputation pillars on a monthly, quarterly and annual basis.

## **3. EVALUATION CRITERIA**

Proposals will be evaluated in accordance with the 80/20 preference point system, as contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000). The evaluation shall be conducted as follows:

- Stage 1: Phase 1: Special Condition
- Stage 1: Phase 2 : Administrative Compliance
- Stage 2: Phase 1: Price and Specific Goals

### **a. STAGE 1 : PHASE 1: SPECIAL CONDITIONS**

- I. The service provider to provide company database which includes media outlets (National, Regional and community) that cover all 9 provinces.
- II. The media monitoring company to provide proof that they own/lease physical infrastructure for media monitoring (e.g. lease agreement, or title deed)

**NB:** SASSA will perform due diligence and any misrepresentation of information or failure to comply with the above will lead to disqualification.

### **b. STAGE 1: PHASE 2: ADMINISTRATIVE COMPLIANCE**

The bidder must submit the following:

- Fully completed and signed Standard bidding documents (SBD Forms)

**NB: Failure to comply with the above requirements may result in your proposal being disqualified**

**c. STAGE 2: PHASE 1: PRICE AND SPECIFIC GOALS**

This bid will be evaluated in terms of 80/20 preference point system. 80 points will be for price and the 20 points will be for specific goals:

<b>Price and Specific Goals</b>	<b>100</b>
<b>Price</b>	<b>80</b>
<b>Specific Goals</b>	<b>20</b>

**Price**

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{min}$  = Price of lowest acceptable tender

**Specific Goals**

Preference points must be awarded to a bidder for attaining the specific goals in accordance with the table below:

<b>Specific Goals</b>	<b>Number of points (80/20)</b>
B-BBEE Status Level 1 - 2 contributor with at least 51% black women ownership	20
B-BBEE Status Level 3 - 4 contributor with at least 51% women ownership	18

B-BBEE Status Level 1 - 2 contributor with at least 51% black youth or disabled ownership	16
B-BBEE Status Level 1 - 2 contributor	14
B-BBEE Status Level 3 - 8 contributor with at least 51% youth or disabled ownership	12
B-BBEE Status Level 3 - 4 contributor	8
B-BBEE Status Level 5 - 8 contributor	4
Others (Non-Compliant)	0
<b>Note: In the event of a bidder claiming more than one specific goal category, SASSA will allocate points based on specific goal with the highest points.</b>	

- Bidders must submit a B-BBEE verification certificate from a verification agency accredited by the South African National Accreditation System (SANAS) or certified copies thereof and/or a CSD MAAA number and/or a sworn affidavit indicating the percentage of ownership of all shareholders and/or owners and signed by the commissioner of oaths.
- Failure to submit the required documents shall be interpreted to mean that preference points for specific goals are not claimed.

#### 4. GENERAL CONDITIONS

- 4.1. Media monitoring to provide archive facility for all material even post contract period as well as a disk at the end of contract.
- 4.2. SASSA reserves the right to conduct site inspection in order to verify that the bidder own/lease physical infrastructure for media monitoring.
- 4.3. The appointed media monitoring company to give detailed presentation of service including portal functionality.
- 4.4. The contract to run for a period of one year.
- 4.5. SASSA reserve the right to negotiate price with the preferred media monitoring company.

