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PROCUREMENT FROM R30 000 UP TO A TRANSACTION VALUE OF R 1000 000.00 (INCL. VAT)

REQUEST FOR QUOTATIONS

*Invitation to submit a Quotation to the requirements of
Pelchem SOC Ltd.*

RFQ Number	RFQ – 2025-10-031		
RFQ Request Date	13-10-2025		
RFQ closing Date	20-10-2025		
RFQ closing Time	12:00		
RFQ Description	SUPPLIER IS REQUIRED TO SUPPLY PELCHEM WITH THE FOLLOWING ITEMS: <ul style="list-style-type: none"> SOCIAL MEDIA CONTENT 		
Contact Person	<ul style="list-style-type: none"> THATO MOOKE 		
Quotation Validity	90 Days from the closing date		
Submission Details	RFQ Response must be sent to: ltumeleng.mathibe@ntp.co.za		
Compulsory Site Briefing	Compulsory	Yes	No
			X
Briefing Session Details	Date		
	Time		
	Venue		
	Site Access Booking		
RFQ responses may be electronically submitted to:			

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itumeleng.mothibe@Pelchem.co.za		
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Bidders must acknowledge receipt of this RFQ and send it to

Thato.Mooke@pelchem.co.za

itumeleng.mathibe@ntp.co.za

Dear Service Provider

Kindly provide a quotation for goods and or services as outlined in section 2 of this document.

1. Introduction

Pelchem (SOC) Ltd is a state-owned enterprise and subsidiary of the South African Nuclear Energy Corporation (NECSA), involved in the production and supply of fluorochemical products. As a designated National Key Point (NKP), Pelchem operates in a highly sensitive and secure environment governed by strict regulatory and security protocols.


Pelchem seeks to appoint a qualified individual or service provider to manage its social media content and platforms, ensuring alignment with the company's brand identity, communication objectives, and national security requirements.

For more information on Pelchem, please visit: www.pelchem.co.za

2. Scope of Work

The appointed service provider will be required to:

- Develop, plan, and implement a social media content calendar.
- Create and publish platform-specific content (e.g., LinkedIn, Twitter/X, Facebook).
- Monitor and manage engagement across platforms.
- Maintain strict compliance with Pelchem's communication and security policies.
- Provide monthly performance reports and analytics.
- Coordinate with Pelchem's Communications and Security teams for approval processes.

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Inventory Items	Item Description	Quantity
	• SOCIAL MEDIA CONTENT	1

3. Deliverables

- Monthly social media content calendar.
- A minimum of [X] posts per week on specified platforms.
- High-quality visual and written content aligned with Pelchem's corporate image.
- Monthly analytics reports (engagement rates, impressions, audience growth).
- Ad hoc support for urgent posts or campaigns.
- Adherence to approved messaging frameworks.

4. Pricing

- All price quoted to include all applicable taxes.
- Price must be fixed and firm
- Price should include additional cost elements such as freight, insurance until acceptance, duty where applicable, disbursements etc.
- Quotation must be completed in full, incomplete quote could result in a quote being disqualified.
- Payment will be according to Necsa's General Conditions of Purchase.


5. Evaluation

5.1. Phase 1- Functionality Evaluation / Technical Evaluation

Where functional or technical evaluation criterion is applicable, assessment will be performed in terms of the criterion listed below and the criterion may include Technical, Performance, Quality and Risk.

If the Bidder's response to the Technical templates does not indicate that the Bidder can support an acceptable technical solution, the Bidder's response will be rejected and not evaluated further.

Together the Technical, Performance & Quality and Risk criteria make up the functionality criterion and a Bidder's Proposal will be evaluated for functionality out of a possible 100 points. Only RFQ responses achieving an evaluation score of greater than the set threshold points out of the possible


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100 points and which score a number of points for functionality that is greater than or equal to the set threshold points of the number of points achieved by the highest scoring Bid for functionality will be selected to progress to the second stage.

The service provider or individual must meet the following criteria:

Item	Requirement	Weight	Points	Criteria	Score
1	A minimum of a National Diploma or Degree in Communications, Public Relations, Marketing, or Journalism	40	0	No qualification	
			10	Certificate Only (below diploma)	
			20	National Diploma	
			30	Relevant Degree	
			40	Postgraduate Qualification in the relevant field	
2	Certification or proven training in Social Media Management or Digital Marketing.	30	0	No certification or training provided	
			10	Basic short course (non-accredited)	
			20	Accredited course (6 months or longer)	
			30	Professional certification (Google, Meta, HubSpot, etc.)	
3.	At least 3–5 years of experience in managing social media for corporate or public entities.	20	0	Less than 3 years or no corporate/public experience	
			10	3 years with limited responsibility	
			15	4–5 years with proven track record	
			20	5+ years with measurable impact and strong portfolio	

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Item	Requirement	Weight	Points	Criteria	Score
4.	Experience working with state-owned entities or regulated industries (nuclear, energy, security, defence, etc.) will be an advantage	10	0	No relevant experience	
			5	Limited exposure (consulted or collaborated indirectly)	
			10	Direct experience with state-owned or regulated industry clients	
Total		100	100		

Note:


Security and Compliance:

- Ability to **obtain security clearance**, if required by Pelchem.
- Demonstrated knowledge of **POPIA (Protection of Personal Information Act)** and **corporate confidentiality standards**.
- Willingness to sign **non-disclosure agreements (NDAs)** and adhere to internal communication protocols.

Technical Skills:

- Proficiency in using social media management tools (e.g., Hootsuite, Buffer, Meta Business Suite).
- Strong copywriting and editing skills in English (multilingual abilities are a plus).
- Ability to produce or coordinate multimedia content (images, graphics, short videos).

Bidders that score <75 out of 100 in respect of Technical/Functional evaluation criteria will be regarded as submitting a non-responsive bid and will not be evaluated further.

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5.2. **Phase 2 - Evaluation In Terms Of Preferential Procurement Policy Framework Act, 2022**

This bid will be evaluated and adjudicated according to the 80/20 point system, in terms of which a maximum of 80 points will be awarded for price and 20 points will be allocated based on the specific goals (B-BBE status level).

	POINTS
PRICE	80
SPECIFIC GOALS (B-BBEE status level)	20
Total points for Price and SPECIFIC GOALS	100


Preference goal

B-BBEE status level contributor

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

6. **Required Documentation**

- Tax Clearance Certificate (Tax pin issued by SARS)
- Declaration of interest (SBD 4)
- BEE Certificate / Applicable Affidavit if classified as EME
- Letter of Good Standing (COID) only if Applicable due to the nature of work required
- CIDB registration and grade which register under

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- Any other document or certification that might have been requested on this RFQ

7. Important

- 7.1. Quotation must be submitted on or before the RFQ closing date and time stated above.
- 7.2. Orders above R 30 000 will be evaluated according to the PPPFA 80/20-point system and a functionality scorecard where applicable and the ones above R 1 Million will be subjected to the tender process.
- 7.3. This RFQ is subjected to the Necsa's General Conditions of Purchase, Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC) and, if applicable, any other legislation or special conditions of contract
- 7.4. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for specific goals are not claimed.
- 7.5. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to specific goals, in any manner required by the purchaser.
- 7.6. For a Bidder to obtain clarity on any matter arising from or referred to in this document, please refer queries, in writing, to the contact details provided above. Under no circumstances may any other employee within Necsa be approached for any information. Any such action might result in a disqualification of a response submitted in competition to this RFQ.
- 7.7. No goods and/or services should be delivered to Necsa without an official Necsa Purchase order.
- 7.8. Necsa reserves the right to; cancel or reject any quote and not to award the RFQ to the lowest Bidder or award parts of the RFQ to different Bidders, or not to award the RFQ at all.
- 7.9. The supplier shall under no circumstances offer, promise or make any gift, payment, loan, reward, inducement, benefit or other advantage, which may be construed as being made to solicit any favour, to any Necsa employee or its representatives. Such an act shall constitute a material breach of the Agreement and the Necsa shall be entitled to terminate the Agreement forthwith, without prejudice to any of its rights
- 7.10. By responding to this request, it shall be construed that: the bidder, hereby acknowledge to be fully conversant with the details and conditions set out in the Necsa's General Conditions of Purchase, Preferential Procurement Policy Framework Act 2000 and the Preferential Procurement Regulations, 2022, the General Conditions of Contract (GCC), Technical Information and Specifications attached, and hereby agree to supply, render services or perform works in accordance therewith