



## **Independent Communications Authority of South Africa**

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### **APPOINTMENT OF SERVICE PROVIDER TO DEVELOP THE ELECTIONS MONITORING COVERAGE SERVICES, SUPPORT AND TOOLS TO THE ELECTIONS COUNCIL COMMITTEE AN 80/20 PPPFA 2000, PREFERENTIAL PROCUREMENT REGULATION: 2022.**

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#### **1. Purpose of submission**

1.1. The purpose of this submission is to issue an open bid to appoint a consultant to provide:

- data capturing and monitoring of the Elections' coverage methodology.
- data capturing software.
- training for the elections monitoring team on the use of data-capturing software.
- process documentation and data capturing.
- accurate data verification process.
- an analysis of the Elections data and compile the preliminary elections statistical coverage report.
- the final statistical report to the Elections Council Committee.

#### **2. Background**

2.1 The Elections coverage process will be conducted in terms of sections 56, 57, 58 and 59 of the Electronic Communications Act, 2005 (Act No. 36 of 2005 ("ECA"), as amended.

- 2.2 The Service Provider must provide a qualitative and quantitative analysis of data and compile the preliminary and final statistical elections coverage report to the Authority.

### **3. Scope of work /Specifications**

The Service Provider will assist ICASA to:

- 3.1 provide the Elections coverage monitoring methodology.
- 3.2 supply data capturing software.
- 3.3 provide training for the Elections monitoring team on the use of data capturing software.
- 3.4 process documentation and data capturing.
- 3.5 ensure accurate data capturing by the monitoring team on a bi-weekly basis.
- 3.6 compile quality control reports, containing statistical data on what has been monitored.
- 3.7 analyse Elections data.
- 3.8 compile the preliminary elections statistical coverage report.
- 3.9 advise the Elections Council Committee on the impact/consequences of the recordings submitted by Broadcasting Licensees during the elections period.
- 3.10 on-going management of the process alongside the Elections Council Committee.
- 3.11 present the final statistical report to the Elections Council Committee.

### **4. Period of assignment**

- 4.1 All work is to be carried out in accordance with the time schedule as agreed with ICASA, which is nine (09) months.

### **5. Briefing Session**

- 5.1 There will be a virtual non-compulsory briefing session. This session is aimed at providing more clarity to the bidders with regards to the bid requirements.

## 6. Bid Advertisement and Bid Evaluation

6.1. The bid will be advertised for a minimum of 21 calendar days on the e-Tender Portal and ICASA's website. The bid will be evaluated on an 80/20 procurement principle.

6.2. Bidders will be evaluated on:

6.2.1. Screening for compliance checks.

6.2.2. Functionality.

6.2.3. Price and preferential points.

6.3. Only bidders who meet the cut-off score of 80 points out of 100 points for Functionality will be considered further for price evaluation. All bid proposals submitted will be evaluated per the 80/20 procurement principle prescribed by National Treasury Regulations.

6.4. Bids will be evaluated for functionality in line with the criteria as set out in the table below.

**Table 1 – Criteria for selection of service provider**

| <b>A</b> | <b>Functionality: Pre-qualification criteria (cut-off score 80)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|          | <b>Detailed Methodology</b><br><br>05 =Service provider's ability to provide:<br><br>- detailed design methodology including approach, outlined.<br>- data capturing and monitoring software and support services for monitoring election broadcasts, outlined.<br>- training for the elections monitoring team on the use of software outlined.<br>- process documentation and data capturing.<br>- an outlined accurate data verification process.<br>- an analysis of the elections data and compile the preliminary elections statistical coverage report. | <b>50</b> |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|           | <p>- the final statistical report to the Elections Council Committee.</p> <p>01 = Did not meet all the requirements.</p>                                                                                                                                                                                                                                                                                                                                              |            |
| <b>B.</b> | <b>Service Provider's Experience in monitoring coverage of Elections</b>                                                                                                                                                                                                                                                                                                                                                                                              |            |
|           | <p>Demonstrate a minimum 3 years' experience and, expertise and specialisation in elections monitoring.</p> <p>5 = demonstrate 5 years or more experience, specialisation, in elections monitoring<br/> 3 = demonstrate 3 – 4 years experience and specialisation in elections monitoring<br/> 1 = demonstrate 1 – 2 years experience and specialisation in elections monitoring</p>                                                                                  | <b>40</b>  |
| <b>C.</b> | <b>Reference letters demonstrating prior similar work done</b>                                                                                                                                                                                                                                                                                                                                                                                                        |            |
|           | <p>Provide signed reference letters for which similar assignments were undertaken during the past ten (10) years.</p> <p>This shall include the following information:<br/> a) Client name.<br/> b) Contact name and telephone number.<br/> c) Successful completion date of the project.<br/> d) Detailed description of services delivered.</p> <p>5 = 3 or more references are provided.<br/> 3 = 2 references are provided.<br/> 1 = 1 reference is provided.</p> | <b>10</b>  |
|           | <b>TOTAL FOR FUNCTIONALITY PRE-QUALIFICATION CRITERIA</b>                                                                                                                                                                                                                                                                                                                                                                                                             | <b>100</b> |

## 7. Price Evaluation

7.1 Only bidders who pass the functionality evaluation will be further evaluated for price and preferential points.