



REQUEST FOR QUOTATIONS (RFQ)

You are hereby invited to submit Quotation for the requirements of
SALGA

RFQ number:	RFQ 002/2026
RFQ Issue Date	20 January 2026
COMPULSORY/ NON COMPULSORY BRIEFING SESSION	None
Briefing Session Date and Time: (if applicable)	None
RFQ Closing date:	29 January 2026 at 11:00am
RFQ Description:	REQUEST FOR THE SERVICE OF DAILY MEDIA MONITORING FOR SALGA MUNICIPALITIES AND THE INDUSTRY FOR 36 MONTHS FROM 01 MARCH 2026

SPECIFICATIONS

- Specifications Attached on the email.

Please note:

1. The quotation should be valid for at least 30 days.
Is the offer strictly according to specifications? Yes/No
2. If not to specification, state deviation(s)
3. Please indicate your delivery period:
4. All the Standard Bidding Documents (SBD) forms must be completed in full and returned with the quotation.
5. Please indicate a valid Central Supplier Database (CSD) registration number on your quotation. Tax status will be verified on CSD.
6. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
7. No quotations received after closing time and date will be accepted without prior arrangement with the sender of this request.
8. It is the responsibility of the vendor to verify the receipt of any quotations forwarded to this office.
9. If you are unable to quote, please respond to the sender and state the reason/s for not quoting.
10. This quotation is subject to the general conditions of contract, as well as any special conditions stated in the specifications.
11. Requests relating to procurement of goods for designated sectors, the quotations shall be evaluated in relation with the minimum thresholds for local production and content prescribed per sector:
12. For bids of above R2 000 to R50 million, SALGA evaluates these in terms of the 80/20 adjudication criteria where:
 - a) Price: 80 b) BBBEE Level of contribution: 20 TOTAL: 100
13. For bids of above R50 million, SALGA evaluates these in terms of the 90/10 adjudication criteria where:
 - a) Price: 90 b) BBBEE Level of contribution: 10 TOTAL: 100

NAME OF SERVICE PROVIDER:

TOTAL PRICE (INCL VAT):

I hereby accept the above-mentioned conditions.

This RFQ is subject to the general conditions of the RFQ, National Treasury's general conditions of contract (GCC) and, if applicable, any other special conditions of contract (SCC).

NAME OF BIDDER (COMPANY NAME)

SIGNATURE:

CAPACITY:

DATE:



SPECIFICATIONS TO PROCURE THE SERVICE OF DAILY MEDIA MONITORING FOR SALGA MUNICIPALITIES AND THE INDUSTRY FOR 36 MONTHS FROM 01 MARCH 2026

- **Monitor all media platforms for SALGA and municipalities, including community media**
- **Monitor Online platforms for Industry news**

SALGA requires a reputable company to provide media monitoring services. The service provider is required to provide the following:

- Media monitoring of print, broadcast, online and social media for SALGA and all municipalities across the country
- Comprehensive Monthly Media Analysis Report and Annual. Comparative analysis will also be required to tract media impact.
- The format and presentation of reports will be discussed with SALGA upon appointment
- SALGA has Provincial Offices in all nine Provinces in South Africa, and these should be included in the media monitoring report
- A daily summary of the media monitoring report/media alerts should be submitted to SALGA by 08h30 every morning from Monday to Friday
- Social media and key media coverage update submitted three times a day, preferably morning, midday and afternoon.
- Special media monitoring reports for special SALGA events, campaigns and media statements will be required from time to time

Tracking keywords and topics for SALGA include the following:

General keywords

- Municipality/ies
- SALGA/SA Local Government Association/South African Local Government Association
- Local Government
- Municipal Council
- CoGTA
- Treasury
- Eskom
- Mayor
- Municipal Manager
- LG Seta
- SAMWU and IMATU
- Demarcation
- Elections
- Water and Sanitation
- Housing
- Electricity

- Section 139

SALGA will also require a separate tab which is dedicated to all 257 Municipalities.

SALGA officials/spokespeople (Please note this list is not exhaustive and SALGA will amend the list with appointed service provider)

- SALGA Chief Executive Officer (CEO): **Sithole Mbanga**
- SALGA President: **Bheke Stofile**
- SALGA Presidency:
- SALGA Chief Officer - IGR and Municipal Resilience: **Lance Joel**
- SALGA Chief Officers and Specialists; Lerato Phasha; Silas Mulaudzi; Mthobeli Kholisa; Nhlanhla Ngidi; Mohamed Logard;
- SALGA NEC Members, Provincial Chair persons and Working Group Chairs
- SALGA Spokesperson: **Motalatale Modiba**

Tracking on social media

- X: [@SALGA_Gov](#)
- Instagram: [salga.org.za](#)
- Facebook: South African Local Government Association
- YouTube: [SALGATV](#)

Media Statement Dissemination and tracking

- The service provider is expected to issue, track and follow up on media statements to be provided by SALGA.
- Keep an updated comprehensive national media database to issue SALGA statements. Reports on media interest on statement issued will be required.

1. Strategic Intelligence & Narrative Analysis

In addition to media monitoring and reporting, the service provider must provide strategic communication intelligence, including:

- Narrative trend analysis on key local government and SALGA-related issues;
- Issue mapping and topic clustering;
- Identification of emerging reputational, governance and service delivery risks;
- Trend forecasting aligned to SALGA's strategic priorities.
- In the reporting provide comprehensive report of the media monitoring not just limited to figures. Translate it into a narrative

2. Sentiment, Reputation and Share of Voice

The service provider must provide:

- Sentiment analysis (positive, neutral, negative) across all platforms;
- Reputation risk scoring per issue, municipality and province;
- Share of voice benchmarking against key stakeholders including national departments, metros, unions and peer institutions;

- Reputation heat maps for executive reporting.

3. Crisis Early Warning and Escalation

The service provider must implement a crisis alert protocol, including:

- Real-time alerts for high-risk, sensitive or reputationally damaging coverage;
- Escalation procedures aligned to SALGA's communication and leadership structures;
- Crisis trend tracking and post-crisis impact analysis.

4. Executive and Governance Reporting

In addition to daily and monthly reports, the service provider must provide:

- Executive dashboard summaries;
- Quarterly strategic insight reports suitable for EXCO, NEC and governance structures;
- One-page executive briefs highlighting key risks, opportunities and narrative shifts.

5. Advanced Digital and Social Listening

The service provider must provide advanced digital intelligence, including:

- Hashtag and keyword trend tracking;
- Influencer and opinion leader mapping;
- Viral content detection and alerting;
- Geo-based sentiment and conversation mapping.

6. Impact, Value and ROI Measurement

The service provider must provide impact measurement including:

- Advertising Value Equivalent (AVE);
- Reach and impressions;
- Engagement and prominence scoring;
- Message pull-through and narrative alignment analysis.

7. Municipal Benchmarking and Comparative Analysis

The service provider must provide:

- Comparative municipal profiling dashboards;
- Identification of high-performing and high-risk municipalities;

- Provincial and municipal trend comparisons over time.

8. Media Statement Dissemination Intelligence

In addition to dissemination and tracking, the service provider must provide:

- Media uptake and pick-up rate analysis;
- Journalist responsiveness tracking;
- Media relationship performance indicators.

9. Technology and Data Access

The service provider must provide:

- A secure digital dashboard for real-time access;
- Custom filtering by province, municipality, issue and stakeholder;
- Data export functionality;
- Compliance with POPIA and data security requirements.

10. Service Levels and Quality Standards

The service provider must comply with defined Service Level Standards including:

- Accuracy thresholds;
- Delivery turnaround times;
- Error correction timelines;
- System uptime and availability standards.

11. Panel Expertise Requirement

The service provider must demonstrate proven experience in:

- Public sector and local government communication environments;
- Governance and policy-related media analysis;
- Strategic communication intelligence and reputation management.

Community Media to monitor:**NB: This is a guide**

Eastern Cape

- Talk of the town
- Indaba News
- Kouga Express
- Graaffreinet Advertiser
- St Francis Chronicle
- UD Express
- Ndlambe FM
- Ikhala FM
- Rhodes Music Radio
- Kouga FM
- Oasis FM

Free State

- Setsoto FM
- Qwaqwa Radio
- Dihlabeng FM
- Maluti FM
- Masupatsela FM
- Motheo FM
- CUT FM
- Metsimaholo FM
- Gold FM

Gauteng

- Kofifi FM
- UJ FM
- VUT FM
- Eastwave FM
- Rainbow FM
- SOWETO TV
- Jozi FM

KZN

- Radio Khwezi
- Pongola Community Radio
- 1 KZN
- Abaqulusi Community Radio
- Northcoast Radio
- Highway Radio
- ICORA FM
- Inanda FM
- Newcastle CR
- Umgungundlovu FM

Limpopo

- Mokopane Community Radio
- Moutse Community Radio
- Makhado FM
- Mala FM
- Mohodi FM
- Sekgosese FM
- ZB FM
- Botlokwa CR
- Radio Turf
- Moletji CR
- Mphahlele FM

Mpumalanga

- Bushbuckridge Radio
- IkuTani FM
- Kosmos Stereo
- MASH FM
- Barberton Community Radio
- Kanyamazane Community Radio

North West

- Life FM
- Star FM
- Modiri CR
- You FM
- Bojanala FM
- Taung Daily News
- Vaaltar FM
- Aganang FM
- Mmabatho FM

Northern Cape

- NFM
- Ulwazi FM
- Radio Teemaneng
- Revival FM
- Radio Riverside
- Kurara FM
- Radio Kaboesna

Western Cape

- Radio KC
- Radio Overberg
- Heartbeat FM
- Eden FM

- Voice of the Cape
- Radio Atlantis
- CC FM

Please note that Community media will constantly be updated and SALGA will work with the service provider.

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

2.2 Do you, or any person connected with the bidder, have a relationship

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.

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

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.

SBD4

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 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

**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**
(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7

4	6
5	4
6	3
7	2
8	1
Specific Goals	
SMME's	4
100% Black Women owned	3
100 % Youth	3
Total Points	20

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

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

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

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

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	Number of points allocated (80/20 system) <i>(To be completed by the organ of state)</i>	Number of points claimed (80/20 system) <i>(To be completed by the tenderer)</i>
SMME's	4	
100% Black Women owned	3	
100 % Youth	3	

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 proprietor
 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: