



PARLIAMENT

OF THE REPUBLIC OF SOUTH AFRICA

**INVITATION TO BID:
B9/2024: PROVISION OF MEDIA
MONITORING SERVICES AND
MEDIA CONTENT ANALYSIS
AND ADVISORY SERVICES FOR
PARLIAMENT OF RSA**



Invitation to BID

BID NUMBER: B9/2024

BID DESCRIPTION: Provision of Media Monitoring Services and Media Content Analysis and Advisory Services for Parliament of RSA

You are hereby invited to Bid for the Parliament of the Republic of South Africa.

Issue Bid	29 October 2024
Virtual Compulsory Briefing Session	N/A
Closing Date & Time	18 November 2024 at 12H00

1. This Bid bundle consist of the following documents:
 - 1.1 This letter of invitation to Bid.
 - 1.2 Background to Parliament..... Annexure A.
 - 1.3 Specific Conditions of Contract (SCC) Annexure B.
 - 1.4 Tax Clearance Requirements..... Annexure C.
 - 1.5 Bid Terms of Reference (TOR)..... Annexure D.
 - 1.6 Contractual Obligations Annexure E.
 - 1.7 Declaration of Interest.....Annexure F
 - 1.8 Bid Declaration Annexure G.
 - 1.9 Declaration of Bidders past procurement practices..... Annexure H.
2. This B9/2024 bid submissions must be emailed to tenders@parliament.gov.za not later than the closing date and time as stipulated above. Late submissions will not be considered.
3. Further information regarding this Bid may be obtained from Mr N Ntanjana on e-mail tenders@parliament.gov.za

Name

Signature

Date

FOR SECRETARY TO PARLIAMENT

ANNEXURE A

Background to Parliament

The Constitution of the Republic of South Africa sets a single, sovereign democratic state where government is constituted as national, provincial and local spheres of government which are distinctive, interdependent and interrelated. On the national sphere governance is effected through Parliament, the Executive and the Judiciary.

Parliament represents the people and ensures government by the people under the Constitution, as well as represents the provinces in the national sphere of government.

In this Parliament's vision is to build an effective people's Parliament that is responsive to the needs of the people and that is driven by the ideal of realising a better quality of life for all the people of South Africa.

Please visit our full Strategic Plan at www.parliament.gov.za

ANNEXURE B: SPECIFIC CONDITIONS OF CONTRACT

VALIDITY

1. This Bid and all proposals (costs included) shall remain binding and valid for a period of one-hundred and twenty (120) days calculated from the closing date of the Bid.
2. Parliament reserves the right to notify bidders in writing to extend the above validity period for another sixty (60) days if deemed in the interest of Parliament.
3. Any additional extension after the above days, Parliament will request approval from bidders received.

Documents

4. Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the service provider organisation responsible for leading the bid process and to whom all correspondence should be directed.
5. The Bid shall be signed by a relevant company or close cooperation (CC) representative who has the relevant authority to sign legal and binding contracts on behalf of the company or CC.
6. **If any part of this Bid is not duly filled in and signed in ink it may invalidate the Bid. Where alterations have been made to any part of the Bid, the Bidder must sign next to such alteration.**
7. **All Bids must be submitted on the official forms (not to be retyped). The Bidder's must initial all the pages of this bid to acknowledge acceptance of understanding. The signed bid must be returned with the proposal.**
8. The bidder must certify that the personnel identified in its response to this Bid will be the persons actually assigned to Parliament. Any changes in the personnel from those identified in the response to the Bid must be approved by Parliament. Parliament may, at its discretion, require the removal and replacement of any of the bidder's personnel who do not perform adequately.
9. The company, its directorship and personnel assigned will be subject to vetting by Parliament's Protection Services. A register of particulars will be requested of the successful company.

Joint Ventures or Consortiums

10. Ensure one responsible lead bidder in the case of a consortium.
11. Where Joint Ventures or Consortiums are formed, the Supplier Accreditation Form (SAF) shall be filled in, in respect of every entity or company participating in the Joint Venture or Consortium.
12. A Copy of the Joint Venture Consortium agreement must be attached.

Virtual Compulsory Bid Briefing Session

N/A

Format for the submission of Bid proposals

13. This Bid must be submitted in accordance with the format, times and place as prescribed in the Bid document.
14. **All responses must conform to instructions. Failure to provide relevant information, signatures or any other requirements of this Bid will be considered appropriate cause for rejection of the response and will result in instant disqualification.**
15. Proposals must be submitted with the sections and/or subsections clearly marked. All pages must be numbered consecutively.
16. Bidders must use the checklist below to ensure completeness of their bid submission.

***NB: Bid Compliance Checklist**

If you do not submit the following documents your bid may be disqualified automatically:

No.	Description of requirement	
a)	Completion of ALL bid documentation (includes ALL declarations and Commissioner of Oath signatures required)	
b)	A valid and original Tax Clearance Certificate or pin (valid as at the closing date of this bid)	

If you do not submit the following documents your bid will be considered non-compliant and these documents must be made available should an award be made:

No.	Description of requirement	
a.	Proof of Registration, Certificate of Incorporation or CK1.	
b.	Proof of Ownership	
c.	Certificate to Commence Business	
d.	Certificate of Change of Name or CK2 (if applicable)	
e.	Joint Venture / Consortium agreement / Trust Deed (if applicable)	

Non-submission of information that will be scored on functionality will lose points on functionality

Submission of bids

17. The electronic bid submissions must be emailed to tenders@parliament.gov.za on or before the closing date and time. No faxed copies will be accepted.

Time frames

18. Bidders are advised that Parliament reserves the right to change any of the dates indicated.
19. The timing and sequencing of events resulting from this Bid will be determined by Parliament.

Ownership of Proposals

20. All proposals in response to this bid, whether successful or unsuccessful, will become the property of Parliament.
21. Any costs incurred by the service providers in preparing and submitting their response to the RFB will be the sole responsibility of the service provider.

Preferential Point System

22. The following preference point systems are applicable to all bids:
- a) the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - b) the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
23. The value of this bid is estimated to be below R50 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.
- 23.1 Preference points applicable for this bid will be 80/20. Points will be awarded for:
- (a) Price 80
 - (b) Specific HDI and/or RDP Goals 20

Calculation of points for HDI and/or RDP Goals

Bidders must complete column 3 to indicate the points they are claiming.

Points will only be awarded to a bidder who has **claimed** points and who has supplied the supporting documents as listed in the table below:

Specific goals:	Number of points:	Points claimed by the Bidder	Bidders must supply the following documents when claiming preference points:
HDI GOALS			
Black	6		ID Document
Women	4		ID Document
People with disabilities	3		Medical Certificate
RDP GOALS			
Promotion of South African owned enterprises	4		IDs of shareholders, directors, etc.
Promotion of SMMEs	3		i) List of full time employees; ii) Annual turnover; and iii) Gross asset value (fixed property excluded).

HDI – Historically Disadvantaged Individual as defined in Parliament's Preferential Procurement Policy.

RDP – Reconstruction and Development Programme as defined in the Government Gazette Notice No. 1954 of 1994.

Discounts

- 24 When calculating comparative prices, Parliament will take into account any discounts which have been offered unconditionally.
- 25 A discount which has been offered conditionally will be implemented when payment is effected despite not being taken into account for evaluation purposes.

Bid Declaration

- 26 Only a bidder who has completed and signed the declaration part of the tender documentation will be considered for preference points.

Visits / Meetings / Inspection

- 27 As part of the adjudication process Parliament may request certain providers to organize a visit to an existing facility under the management of the service provider to gain an understanding of the provider's service standards.
- 28 Parliament may require presentations or meetings with bidders, at the cost of bidders, as part of the evaluation process to provide further information, submission of substantiating documentation or clarification to Parliament as deemed necessary.

Award of Bid

- 29 The award of this Bid by the Secretary to Parliament shall constitute a binding contract, and such acceptance may be by letter, email or facsimile message.
- 30 The Secretary to Parliament may award this Bid to more than one successful Bidder, either in full or in part.
- 31 Parliament reserves the right not to award this contract.
- 32 Service Level Agreements, where applicable, will be concluded with the successful service provider.

Subcontracting

- 33 A person awarded a contract may not sub-contract any part of the contract after an award has been made. Bidders must indicate upfront their intention to sub-contract and submit the sub-contractors relevant documentation.

Other

- 34 Parliament may amend or cancel this Bid before the award should Parliament deem it necessary.

Security and occupancy

35 Security

All the areas covered by this contract fall within areas defined in the relevant Security and Access Acts as “Restricted Areas” and all of the provisions of these Acts will apply to this contract.

All buildings involved in this contract are subject to stringent access control for all personnel and for materials delivered to and removed from the site. In addition, all workmen and staff on site or in any way involved in this contract are subject to **prior** security clearance.

Bidders will be required to submit a list of the minimum sufficient persons required affecting the work on site plus those directly involved on site with this contract. If any person is rejected for security reasons Bidder will be required to replace them on their list. If the Bidder is ultimately unable to offer personnel with satisfactory security clearance his Bid may be rejected on such grounds.

Any person rejected by the SAPS for failing to meet the security requirements, inclusive of security clearance, wandering away from an escort or from the immediate contract area, or any misconduct on the site will immediately, without any recourse by the Contractor, be removed from site and refused re-entry to site. This refusal to site shall be in addition to any legal action the SAPS may institute.

Successful Bidder will be required to hand in to the Department within Forty-Eight (48) hours after being requested, following formal acceptance of the Bid, the following information:

- Full names of each of the persons intended to be utilized on site, including supervisory staff.
- Position in firm plus service to be performed.
- Intended areas they will be working in.
- A copy of Identification Document, certified as a true copy of the original by the SAPS.
 - Such document shall be the original certified copy.
- Home address.

The Bidder are recommended to have such documentation, both for their own staff and for their Sub-contractors, if applicable, available prior to the closing date of Bids so as to minimise delays in security clearance of personnel once the Bid is awarded.

Any time lost due to delays in submitting the called for list of personnel required entering site, the rejection of personnel on the list, or the subsequent removal and banning from

site of personnel will not be accepted as motivation for extension of the contract period.

Such clearance for this project shall remain valid for a period not exceeding 12 months and shall only apply for this project.

In addition, the Oath of Secrecy form attached to this Bid document shall be fully completed and every person having necessity to observe or work with any part of documentation relating to this project is it on or off site.

Legible copies of the Oath of Secrecy document may be made. *(will be provided to the successful bidder)*

36 Safeguarding of documents

This project has been classified by the authorities as "Confidential". As such, all specifications and drawings must be kept in a safe place at all times, and under no

circumstances may they be shown or distributed to parties not directly concerned with the project.

All documents will be individually numbered on issue and records kept as to what documents have been issued to whom.

It will be the responsibility of the service provider to ensure that drawings do not get issued to unauthorized persons, that all superseded drawings are kept in a secure place until they have been destroyed, and that current drawings are kept in a safe and secure environment.

All documents issued to sub-contractors or suppliers must be signed for, and such sub-contractors and suppliers must also accept responsibility for the safeguarding of such documents while they are in their possession.

All documentation shall be strictly handled as set out in the NIA Minimum Information Security Standards (MISS), a copy of which shall be provided to the successful contractor at the time of site hand over.

It will be the main contractor's responsibility to familiarise themselves with the MISS document and make sure his personnel and sub-contractors are advised accordingly.

37 General Conditions of Contract (GCC)

- a) Parliament cannot award contracts to provide goods or services to a Member of Parliament or Cabinet, a Member of a Provincial Legislature or Member of a Provincial Executive Council, a municipal councillor, a person in the employ of the state whose participation in bidding for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a Director or has controlling or other substantial interest.
- b) Where a joint venture / partnership submits an offer for this bid, a joint venture / partnership agreement must be attached, which specifies the names of the companies that have formed the joint venture / partnership, the name of the joint venture / partnership. Companies that are members of the joint venture / partnership will be individually required to comply with tax compliance requirements by the South African Revenue Services (SARS).
- c) Parliament reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the bid to the highest scoring bidder, if such bidder has been awarded a bid by Parliament or has performed services for Parliament during the last twelve (12) months prior to the closing date of the bid.
- d) In terms of Section 4(1) of the Competition Act No.89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/are or a contractor/s was/were involved in:
 - i. Directly or indirectly fixing a purchase or selling price or any other trading condition,
 - ii. Dividing markets by allocating customers, suppliers, territories or specific types of goods or services, or
 - iii. Collusive bidding.

Please visit www.parliament.gov.za for detailed document.

ANNEXURE C: TAX CLEARANCE REQUIREMENTS

IT IS A CONDITION OF BIDDING THAT –

1. The taxes of the successful Bidder **must** be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations (Proof from SARS must be submitted).
2. Bidders may submit a valid tax pin number or submit an **original and valid** Tax Clearance Certificate in order not to invalidate the bid. ***“Refer to page 6 “Bid Compliance Checklist”.***
3. No contract shall be concluded with any bidder whose tax matters are not in order Prior to the award of a bid, Parliament must be in possession of an original tax clearance certificate, or tax pin number submitted by the bidder.
4. In bids where Consortia/Joint Ventures/Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate or tax pin number.

ANNEXURE D

PROVISION OF MEDIA MONITORING SERVICES AND MEDIA CONTENT ANALYSIS & ADVISORY SERVICES FOR PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA

Request for Bids (RFB)

Terms of Reference

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1. Background

The Parliamentary Communication Services (PCS) Division is responsible for developing, executing and evaluating media strategies and programmes aimed at building productive Media-Parliament relations. The goals of managing these relations include improving the net positive representation of Parliament of the Republic of South Africa and its leadership in the media, which has a positive knock on effect on a range of other outcome indicators outlined in the communication strategy, such as public awareness, understanding, image, trust, involvement and participation in all parliamentary processes. In executing its mandate Parliament of the Republic of South Africa (herein referred to as “Parliament”) receives significant coverage by national, provincial, local and even regional and international broadcast, print and online media. These reports are positive, negative and neutral. A balance between these categories, using an internationally measuring tool, determines the net representation of Parliament in the media domain.

Parliament fully appreciates the fact that the media has a significant role to play in optimising communication with the citizenry. The citizenry has to be fully empowered to effectively participate in programmes and be receptive to products and services rendered by the institution. The leadership of Parliament has directed that a more collective approach should be adopted, to address strategic areas of vulnerability or reputational risks facing the Parliament of South Africa, and to shift the operating paradigm to proactiveness, thus objective/empirical evidence is absolutely necessary to design and execute such interventions.

2. Objectives

The broad objectives of this RFB are:

- 2.1. To provide prospective service providers with adequate information to understand and respond to Parliament’s requirements for the following services:
 - 2.1.1. Media monitoring services (a quantitative model); and
 - 2.1.2. Media content analysis and communication advisory services (a qualitative model).
- 2.2. To ensure uniformity in the responses received from each prospective service provider.
- 2.3. To provide a structured framework for the evaluation of proposals.

3. Purpose of the Request For Bid (RFB)

Parliament seeks to identify and appoint a suitable service provider for media monitoring services (quantitative), as well as media content analysis and advisory services (qualitative) for a period of five years (60 Months).

The successful service provider will be expected to deliver two key services, viz. effectively track media coverage of Parliament, as well as provide media content analysis and communication advisory services.

The purpose of this RFB is to contract with a suitably qualified service provider/s with the requisite capacity to execute this project in a manner that meets the desired quality, scope, timeframe and cost for Parliament.

4. Scope Of The Required Services

4.1. The successful bidder shall be expected to provide the following services:

4.1.1. Media monitoring and quantitative analysis:

4.1.1.1. Monitor media coverage to identify and select all Parliament related content in local, provincial, national and international platforms including the following:

4.1.1.1.1. Daily, weekly and weekend newspapers throughout South Africa (including community newspapers) covering or using various South African official languages.

4.1.1.1.2. Consumer publications.

4.1.1.1.3. Trade and technical publications.

4.1.1.1.4. News, current affairs and discussions programmes on community, commercial and student radio stations covering South African (ideally all) official languages.

4.1.1.1.5. News, current affairs and discussion programmes on television stations.

4.1.1.1.6. International media networks (such as CNN, New York Times, Reuters, Al Jazeera, BBC, Fox news, Sky News, Russia Today, African media covering news in the continent, etc).

4.1.1.1.7. Social media and online communication platforms.

4.1.1.2. Compile and submit reports from these platforms on coverage of Parliament including:

- 4.1.1.2.1. Summaries of coverage of Parliament in print, live broadcast, online and social media platforms at least two times per day at 07h00 and 14h00 (SAST).
- 4.1.1.2.2. Alongside the reports, provide print clippings; audio and video clips, that are hyperlinked in the report for the convenience of recipients.
- 4.1.1.2.3. A basic quantitative analysis of media coverage of Parliament is required on a daily, weekly and monthly basis. These should include:
 - 4.1.1.2.3.1. Total number of articles in each media segment (print, radio, TV, online and social media);
 - 4.1.1.2.3.2. Originality analysis and trends in respect of the primary sources of the news articles or coverage received by Parliament (in this regard the analysis should reflect Parliament, Media/journalist, stakeholder (*including other arms of the state, partners etc*), and any other source of news on Parliament; Advertising value equivalent (AVE) of all editorial space and time secured in all platforms; and
 - 4.1.1.2.3.3. Segment the sentiment or tonality of news contributions along positive, neutral and negative lines, using an internationally recognised net-reputational score measuring tool to show records and trends, on a weekly and monthly basis (in submitted report).
- 4.1.1.2.4. Provide Parliament with WhatsApp and e-mail alerts to enable immediate, real-time and optimal use of Parliament's right of reply to current conversations in live broadcasts, online, social media platforms.
- 4.1.1.2.5. Provide a mobile App which can provide immediate notifications of coverage at the same time as outlined above, with links to the full article/s or reports.
- 4.1.1.2.6. Provide WhatsApp, e-mail and mobile App summary notifications of coverage at the same times outlined above, with hyperlinks to a portal or website where full articles/reports can be accessed;

- 4.1.1.2.7. Provide summaries (in English) and transcripts of all broadcast articles;
- 4.1.1.2.8. Provide (through email) a hyperlink to a database of all content (print, audio, video and online clippings) collected, which must be migrated to Parliament's system in batches, starting at the end of the first and second year of the contract. With the last batch migrated biannually (every six months) in the last year before the end of the contract;
- 4.1.1.2.9. These reports should be sent not later than the prescribed times and days to the Parliamentary Communication Services' (PCS) Division Manager, Section Manager of Media and Stakeholder Relations, and ten other nodal persons inclusive of the Media Relations Unit officials, whose contact details will be provided by PCS to the successful service provider;
- 4.1.1.2.10. In cases of emergencies and current affairs on parliament related debates on all electronic media platforms (Radio, TV and social media), real-time notification of the Parliamentary Communication Services should be made through SMS and WhatsApp messages that should be sent to allocated officials.
- 4.1.1.2.11. Provide real-time In-App notifications about any debates and/or discussions about Parliament on all electronic media platforms.

4.1.2. In-depth and qualitative media content analysis and communication advisory services:

- 4.1.2.1. Provide evidence based advisory services for the development of a customised and targeted media strategy of Parliament, tracking the following critical performance indicators:
 - 4.1.2.1.1. Tonality / sentiment analysis of articles (NB: although Artificial Intelligence (AI) solutions are in, the complexity of the work of Parliament requires human capital moderation of such AI results – which must be declared up front). A workshop shall be arranged by Parliament for the analysts to understand the role of Parliament and the relevant Spokespersons);

- 4.1.2.1.2. Identify and analyse the top ten issues (cross cutting media platforms and not just headlines) leading the conversation on Parliament in the media and how Parliament is faring, featuring or emerging in such a dialogue. Essentially what narratives and trends are emerging in the national dialogue on Parliament, which requires the assessment of media credibility audience demographics, context, deeper meaning and a more critical perspective on how perceptions and attitudes of citizens are shaped;
- 4.1.2.1.3. Evaluate the top-ten Journalists, Media establishments, Spokespersons of Parliament (from POs up to Chairpersons of Committees), Stakeholders (state and non-state players), in terms of their individual contribution to the total content, tonality and advertising value equivalent measures (to help guide interventions to set the agenda, media relations building and in stakeholder engagements);
- 4.1.2.1.4. Track effectively the net representation (Net Reputational Score - NRS) of Parliament in all media platforms (overall and segmented). Also provide full information on how the net (positive) representation would be calculated (internationally recognised tool), as it is the outcome indicator flagged in the communication strategy;
- 4.1.2.1.5. Track and analyse trends in media penetration or use rate/s of Parliament's own articles or releases published daily, which would help demonstrate the quality and effectiveness of the articles generated by Parliament; and
- 4.1.2.1.6. Track all the above listed quantitative and qualitative variables on a weekly, monthly, quarterly, bi-annual and annual basis reflecting high level trends/patterns, predictions/projections, driving factors, and recommend the ideal course of action for consideration to change the narrative in favour of Parliament.

4.1.2.2. Contribute/participate in the development and sharpening of the design and implementation of the Parliament's media strategy and programme of action, by conducting the following:

- 4.1.2.2.1. Monthly analysis that shows and tracks all categories of sources of news on Parliament, including the apex leadership (Speaker and Deputy Speaker of the National Assembly (NA), Chairperson and Deputy Chairperson of the National Council of Provinces (NCOP), House Chairpersons, Chairpersons of Committees, Secretary to Parliament and Secretary to the NA and Secretary to the NCOP), the spokesperson of Parliament, media houses or platforms, journalists and stakeholders should be generated and submitted to the Division Manager of PCS, Section Manager of Media and Stakeholder Relations and Manager of the Media Relations Unit;
- 4.1.2.2.2. An analysis of pertinent important issues covered on Parliament should also be done reflecting trends and factors shaping the media agenda;
- 4.1.2.2.3. Analysis of the net representation (NRS) of Parliament in the media domain must be done and submitted with recommendations on how best to turn around the situation for the better to improve the image/reputation of Parliament; and
- 4.1.2.2.4. Monthly analytical reports and recommendations must be submitted (and when a need is registered) presented to the management team of the Parliamentary Communication Services, the forum of Heads of Communication in the Legislative Sector of South Africa (LSSA) that meets once per quarter, and on invitation to the Secretariat or Executive Management of Parliament (once per year if a need is registered).

4.1.2.3. Provide a report on the coverage of Parliament which focuses on both higher-level quantitative analysis as well as in-depth qualitative and/or content analysis of coverage of Parliament, objectively and independently collected and analysed evidence of Parliament's coverage in various print, broadcast and online media platforms locally, provincially, nationally and internationally. The high level and in-depth analysis needs to identify gaps, missed opportunities and recommend tactical and strategic solutions.

4.1.2.4. Submit a consolidated report on the third day of each month. The report generated must be user friendly inclusive of a presentation format with graphs to reflect

baselines, statistics, trends (at best with a longitudinal view to enable better understanding of the trends, driving factors behind), etc. as well as the narrative that includes recommendations on how best to influence trends positively going forward.

5. Project Deliverables

5.1. The successful bidder must have:

- 5.1.1. Continuously monitored all daily media coverage to identify and select all Parliament of RSA related content in local, provincial, national and international platforms;
- 5.1.2. Compiled and submitted to Parliament weekly, monthly and annually reports from local, provincial, national and international platforms on coverage of Parliament of RSA;
- 5.1.3. Provided Parliament with WhatsApp, e-mail and In-App alerts to enable immediate, real-time and optimal use of Parliament's right of reply to current conversations in all media platforms (online, social and live broadcast).
- 5.1.4. Provided Parliament with WhatsApp, e-mail and In-App summary notifications of coverage at the same times outlined above, with hyperlinks to a portal or website where full reports can be accessed.
- 5.1.5. Provided Parliament with a hyperlink to a dedicated database of all content (print, audio, video, online and social media records) collected, which must be migrated to Parliament's system as indicated in 4.1.1.2.8 above (in collaboration with Parliament's Information, Communication and Technology).
- 5.1.6. Provided Parliament with direct access (login details where possible) to the key online news sites such as News24, Netwerk24, Times Live, Daily Maverick, Citizen and others for immediate access to the content/articles that are available to subscribers only (for ease of reference).
- 5.1.7. Analysed the tonality and/or sentiments of articles. The rating of the individual article tone must have been done by a person/analyst or moderated by a person if primarily done through artificial intelligence (automated).
- 5.1.8. Identified and analyzed top ten issues leading the conversation on Parliament in the media and how Parliament is featured, faring or emerging in such a dialogue.
- 5.1.9. Evaluated the top-ten Journalists, Media establishments, Spokespersons of Parliament (all with POs report only submitted to the Division Manager, Section Manager and the Unit Manager in respect of tonality contributions), Stakeholders, in terms of their individual contribution to the total content, tonality and advertising value

equivalent measures. Note that the full list will be provided on all these segments, as part of the Service Level Agreement (SLA and project execution and tracking mechanism to be discussed during the on boarding meeting).

- 5.1.10. Effectively tracked the net representation of Parliament in all media platforms (Net Reputational Score – NRS).
- 5.1.11. Tracked and analysed trends, on a daily basis, in respect of media penetration or release use rates of Parliament's own articles..
- 5.1.12. Tracked and analysed all categories of sources of news on Parliament, including the apex leadership.
- 5.1.13. Analysed the top issues covered on Parliament reflecting trends and factors shaping the media agenda.
- 5.1.14. Analysed the net representation of Parliament in the media domain with recommendations on how best to turn around the situation for the better to improve the image / reputation of Parliament.
- 5.1.15. Analysed the coverage of Parliament which focuses on both higher-level quantitative analysis as well as in-depth qualitative analysis of both content and coverage of Parliament
- 5.1.16. Compiled and submitted to Parliament consolidated reports inclusive of a presentation format with graphs to reflect baselines, statistics, trends etc. as well as the narrative that includes recommendations on how best to influence trends positively going forward.

6. Mandatory Submission Requirements

All bids that fail to attach the required documents will be disqualified.

Description of requirement	Indicate YES/NO	Comment or reference to proposal
6.1. Bidders must submit a CV of a dedicated Account Manager illustrating a minimum of six (6) years in a similar role and a minimum of a three-year qualification in Communications, Research or Media related field.		
6.2. Bidders must submit CVs of assigned staff (not less than three (3) members) that will be assigned to the project clearly indicating a minimum of four (4) years individual Communications, Research or Media experience and related qualifications.		
6.3. Bidders must submit a CV of at least (1) one expert content analyst with a minimum of four (4) years' experience in doing content analysis, qualitative data analysis, and advisory services in the communication, research and related area with minimum of a four-year educational qualification in Communication or Journalism fields.		
6.4. Bidders must submit their backroom operational plan to demonstrate their capacity and competence to deliver both quantitative and qualitative deliverables on time. Such a capacity must be inclusive of capable human capital, automated system and quality assurances.		

I..... (Name)..... (Signature) duly authorised by the bidding company, hereby confirm that I have read and complied with the above mandatory requirements.

Description of requirement	Indicate YES/NO	Comment or reference to proposal
6.5. Bidders must submit a portfolio of evidence of similar projects undertaken with a similar-sized institution to Parliament, with various examples representing each critical variable of the company's capability.		
6.6. Bidders must submit at least three (3) references where similar services have been rendered in the last five (5) years. Bidders' references must complete Annexure A.		
6.7. Bidders must submit a proposal that demonstrates an understanding of the assignment, including proposed methodology and approach.		
6.8. Bidders must submit a draft Service Level Agreement (SLA) that addresses at least the following listed elements. Bidders must refer to Annexure B for a template of the SLA.		
6.8.1. A dedicated Accounts Manager.		
6.8.2. Requisite human capital and its uses.		
6.8.3. Daily, weekly, monthly, quarterly and annual report deadlines.		
6.8.4. Penalty clauses.		
I..... (Name)..... (Signature) duly authorised by the bidding company, hereby confirm that I have read and complied with the above mandatory requirements.		

7. Mandatory Functional Requirements

Bidders must please include supporting documentation, where possible.

Bidders must however still indicate “Yes” in the fields in order to proceed to the next evaluation stage. Where bidders have indicated “No” they shall be disqualified from the evaluation process.

Description of requirement	Indicate YES/NO	Comment or reference to proposal
7.1 Bidders must have a minimum of five (5) years' relevant experience in providing media monitoring services as well as media content analysis & communication advisory services.		
7.2 Bidders must indicate, in their proposals, the most appropriate methodology and channels to be used in administering the services they are bidding for.		
7.3 Bidders must compile and submit daily, weekly, monthly and annual reports as per mutually agreed to deadlines.		
7.4 Media monitoring services:		
7.4.1 Bidders must monitor media coverage to identify and select all Parliament related content in local, provincial, national, continental and international platforms with 100% accuracy and no more than 4% error margin as a worst-case scenario. The following media platforms must be monitored:		
7.4.1.1 Daily, weekly and weekend newspapers throughout South Africa (including community newspapers) covering South African official languages.		

I..... (Name)..... (Signature) duly authorised by the bidding company, hereby confirm that I have read and complied with the above mandatory requirements.		
Description of requirement	Indicate YES/NO	Comment or reference to proposal
7.4.1.2 Consumer publications.		
7.4.1.3 Trade and technical publications.		
7.4.1.4 News, current affairs and discussions programmes on community, commercial and student radio stations covering South African official languages (on a 24-7-365 basis).		
○ News, current affairs and discussion programmes on television (on a 24-7-365 basis).		
○ International media networks (such as CNN, New York Times, Reuters, Al Jazeera, BBC, Fox news, Sky News, Russia Today, African media covering news on the continent, etc. (on a 24-7-365 basis). .		
○ Social media and online communication platforms(on a 24-7-365 basis).		
7.4.2 Bidders must be able to read, monitor and interpret into English print and broadcast media in all official South African languages.		
7.4.3 Bidders must compile and submit to Parliament reports from these platforms on coverage of Parliament including:		

I..... (Name)..... (Signature) duly authorised by the bidding company, hereby confirm that I have read and complied with the above mandatory requirements.

Description of requirement	Indicate YES/NO	Comment or reference to proposal
7.4.3.1 Summaries of coverage of Parliament in print, broadcast, online and social media platforms at least two times per day at 07h00 and 14h00 (SAST).		
7.4.3.2 Print clippings, audio and video clips, that are hyperlinked in the report or actual articles for the convenience of the service recipients.		
7.4.3.3 A quantitative analysis of media coverage of Parliament is required on a daily, weekly and monthly basis.		
7.4.3.4 A qualitative analysis of media coverage of Parliament is required on at least, monthly, quarterly and annual basis.		
7.4.4 The successful bidder will be required to render the following throughout the duration of the contract:		
7.4.4.1 Provide Parliament with electronic alerts (such as WhatsApp, In-App, e-mail, etc.) to enable optimal and real time use of the right of reply in all media platforms (online, social, live broadcast and print media).		
7.4.4.2 Provide summary notifications (via platforms such as WhatsApp, In-App, e-mail, etc.) of coverage at the same times outlined above,		

with hyperlinks to a portal or website where full reports can be accessed.		
I..... (Name)..... (Signature) duly authorised by the bidding company, hereby confirm that I have read and complied with the above mandatory requirements.		
Description of requirement	Indicate YES/NO	Comment or reference to proposal
7.4.4.3 Provide all summaries in English and translate all other languages into English.		
7.4.4.4 Provide (through email) a hyperlink to a database of all content collected, which must be migrated to Parliament's system in four batches (as indicated in 4.1.1.2.8 above), where radio and television recordings as well as print media clippings can be accessed by future generations.		
7.4.4.5 Send reports not later than the prescribed times and days to the Parliamentary Communication Services (PCS) Division Manager, Section Manager of Media and Stakeholder Relations, Media Liaison Officers of the Presiding Officers of the NA and the NCOP, and ten other nodal persons inclusive of the Media Relations Unit		
7.4.4.6 Send WhatsApp, In-App and e-mail notifications in cases where Parliament issues are being discussed on various broadcast and online media platforms without any representative of Parliament being present, the notifications must be sent to the Division Manager of PCS and Section		

Manager of Media and Stakeholder Relations.		
7.5 Media analysis and communication advisory services:		
I..... (Name)..... (Signature) duly authorised by the bidding company, hereby confirm that I have read and complied with the above mandatory requirements.		

Description of requirement	Indicate YES/NO	Comment or reference to proposal
7.5.1 The appointed bidder will be required to render the following services throughout the duration of the contract:		
7.5.1.1 Analysis of the tonality and/or sentiment of articles and narratives. The rating of the tone should be done by a human analyst (where Artificial Intelligence/automation has been used). The analyst must moderate its outcomes to improve accuracy.		
7.5.1.2 Identify, analyse and rate the top ten media houses and top ten journalists covering the Parliament of South Africa with an analysis of how each contributes to either net positive or negative coverage of Parliament in the media. This is intended to assist in the development of a focused media strategy for Parliament.		
7.5.1.3 Identify, analyse and rate the top ten spokespersons of Parliament and how each contributes in the net positive or negative coverage of Parliament.		

7.5.1.4 Identify, analyse and rate the top ten other sources, leaders, stakeholders or their respective institutions and how each contributes to the net positive or negative representation of Parliament of South Africa in the media.		
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I..... (Name)..... (Signature) duly authorised by the bidding company, hereby confirm that I have read and complied with the above mandatory requirements.

Description of requirement	Indicate YES/NO	Comment or reference to proposal
7.5.1.5 Identify and analyse the ten issues that dominate the media agenda on a weekly basis and how Parliament is reflected on each issue (net positive or net negative representation).		
7.5.1.6 Identify and analyse the top five (or less) narratives (NB: not headlines) on Parliament, with advisories on how they could be handled going forward – to sustain positive narratives and turn the tide on negative narratives, for use in designing and execution a media strategy of the Parliament.		
7.5.1.7 Categorise or segment news sources and the percentage contribution in the overall coverage of Parliament. Suggested segments include: journalists, media establishments, stakeholders, Parliament's own voice in terms of their individual		

contribution to the total content, tonality and advertising value equivalent measures. NB: avoid outsourcing of reporting on negative developments, as this excites the journalists and the media to the detriment of Parliament.		
7.5.1.8 Track and analyse effectively the net representation of Parliament in all media platforms (net reputational score – NRS), using an internationally recognised measuring and analytical tool/instrument.		
I..... (Name)..... (Signature) duly authorised by the bidding company, hereby confirm that I have read and complied with the above mandatory requirements.		
Description of requirement	Indicate YES/NO	Comment or reference to proposal
7.5.1.9 Declare the methodologies and formulae used to make all the above reflections, conclusions or analysis in order to eliminate arbitrary and unsubstantiated / unscientific conclusions. These methodologies and formulae must be comparable to internationally recognised systems.		
7.5.1.10 Analyse audience reach to reflect trends which will better inform Parliament in evaluating whether its strategies and tactics are helping to effectively reach its primary audiences as outlined in the comprehensive communication strategy.		

7.5.1.11 Submit consolidated monthly and quarterly reports within three-working days after the end of each month under-review.		
I..... (Name)..... (Signature) duly authorised by the bidding company, hereby confirm that I have read and complied with the above mandatory requirements.		

8. Evaluation Criteria

8.1 The 80/20 preference points system and functionality shall be applicable to this request, and all offers received shall be evaluated as follows:

- (a) Functionality 100
- (b) Price 80
- (c) HDI and/or RDP goals 20

8.1.1. **Evaluation Stage One** – Compliance with administrative requirements as stated in the Standard Bidding Documents and the mandatory requirements as listed on section 6 and 7. In this evaluation stage, all bidders that fail to provide the required information and documentation will be disqualified from further evaluation.

8.1.2. **Evaluation Stage Two** - In this evaluation stage, bidders are expected to obtain a minimum of 70 out of 100 points to proceed to the next evaluation stage. Failure to obtain the prescribed 70 points will automatically disqualify the bid offer from proceeding to the next evaluation stage. Refer to table 8.1.2 (a) below.

8.1.3. **Evaluation Stage Three** - Site inspection: Parliament will visit bidders' premises with the objective of verifying facts of the bidders as contained in their respective bid documents. Only bidders that have obtained scores equal to or greater than 70 out 100 in the previous stage will be evaluated in this stage.

8.1.4. **Evaluation Stage Four** - In this evaluation stage, 80 points are allocated for price and 20 points for the specific HDI and/or RDP goals as identified in paragraph 8.6 of the Preferential Policy of Parliament.

Preference Points will be awarded to bidders for supplying the supporting documents listed below:

Specific goals:	Number of points:	Bidders must supply the following documents when claiming preference points:
HDI GOALS		
Black	6	ID Document
Women	4	ID Document
People with disabilities	3	Medical Certificate
RDP GOALS		
Promotion of South African owned enterprises	4	IDs of shareholders, directors, etc.
Promotion of SMMEs	3	iv) List of full time employees; v) Annual turnover; and vi) Gross asset value (fixed property excluded).

Table 8.1.2 (a) - Functionality evaluation criteria:

FUNCTIONALITY CRITERIA:		
FUNCTIONALITY:	WEIGHT	RATING SCORES
1. Capability:	20	
a) Number of years' experience in the industry	10	• 5 – Excellent = above 12 years • 4- Very good = 11 to12 years • 3 – Good = 9 to 10 years • 2 – Average = 7 to 8 years • 1 – Poor = 5 to 6 years
b) Company references where similar work has been rendered.	10	• 5 - Excellent = Average score of 5 • 4 - Very good = Average score of 4 • 3 - Good = Average score of 3 • 2 - Average = Average score of 2 • 1 - Poor = Average score of 1
2. Capacity:	35	
a) CV of dedicated Account Manager with relevant experience & qualification in Communications, Research or Media related field.	10	• 5 – Excellent = above 13 years • 4- Very good = 12 to13 years • 3 – Good = 10 to 11 years • 2 – Average = 8 to 9 years • 1 – Poor = 6 to 7 years
b) CVs of assigned staff / sub-contractors indicating a minimum of four (4) years individual Communications, Research or Media experience & related qualifications.	15	• 5 – Excellent = above 11 years • 4- Very good = 10 to11 years • 3 – Good = 8 to 9 years • 2 – Average = 6 to 7 years • 1 – Poor = 4 to 5 years
c) CV of expert/s content analysts (qualitative) with a minimum of four (4) years experience in doing content analysis, qualitative data analysis, and in providing advisory services in the communication, research and related area.	10	• 5 – Excellent = above 11 years • 4- Very good = 10 to 11 years • 3 – Good = 8 to 9 years • 2 – Average = 6 to 7 years • 1 – Poor = 4 to 5 years

FUNCTIONALITY CRITERIA:		
3. Proposal that demonstrates an understanding of the assignment, including proposed methodology & approach:	40	
a) Media Monitoring Services: - Clearly defined and detailed plan of doing media monitoring. - Platforms/systems to be used and how they work in tracking the news. - News alerts delivery methods. - Flexibility (Ability to change or update e.g. change keywords, alerts, and the structure of reports as and when required). - Ability to do back search or access archived material. - Ability to monitor print and broadcast media covering all South African official languages.	20	5 = Excellent 4 = Very Good 3 = Good 2 = Below average 1 = Poor
b) Media analysis and communication advisory services: - Clear outline of what and how analysis will cover. - Platforms/systems to be used and how they work in analysing data/information. - Reports and reporting methodology. - Monthly, quarterly and annual coverage analyses (including for social media). - Flexibility (Ability to change or update e.g. change keywords, alerts, and the structure of reports as and when required).	20	5 = Excellent 4 = Very Good 3 = Good 2 = Below average 1 = Poor
4. Viability of bidders' response:	5	
Financial capacity of the Bidder(s). The following financial ratios shall apply and grades as follows (Liquidity, Financial Autonomy, Profitability & Solvency).	5	5 = Good 3 = Acceptable 0 = Weak
Total:	100	

9. The Responses

Bidders' responses must be submitted as outlined in the standard bidding documents.

9.1. BIDDER'S CONTACT DETAILS

- 9.1.1. Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the bidder's organisation responsible for leading the bid process and to whom all correspondence should be directed.
- 9.1.2. Who, within the bidder's organisation, will be authorised to conduct the contract negotiations and sign the eventual contract.

9.2. BIDDER'S PROFILE:

- 9.2.1. Bidder's name and address.
- 9.2.2. Company / organisation structure.
- 9.2.3. Commencement date of business.
- 9.2.4. Certificate of Incorporation.
- 9.2.5. Comprehensive audited or independently reviewed financial statements for the last two (2) completed financial years (with comparative figures).
- 9.2.6. Consent letters for personnel to be assigned to the project, who are not employed by the bidder.



10. Pricing Structure

- 10.1 Price must be quoted in South African currency and must be inclusive of Value Added Tax (VAT).
- 10.2 Potential service providers are further requested to indicate their price in all elements listed on the pricing schedule.
- 10.3 Price will be evaluated based on 80 points and applicable formula of calculating points scored by each bidder.
- 10.4 Prices must remain fixed for the duration of the contract. The pricing schedule below must be completed.
- 10.5 All costs for disbursements must be incorporated into the price offer.

Pricing schedule:

No:	Description:	Unit of measure:	Quantity:	Unit rate (year one):	Unit rate (year two):	Unit rate (year three):	Unit rate (year four):	Unit rate (year five):
1	Media monitoring services							
1.1	Monitor media coverage to identify and select all Parliament related content in local, provincial, national and international platforms	Per day (24/7)	Ongoing					
1.2	Compilation and submission of reports from local, provincial, national and	Twice per day	730					

	international platforms on coverage of Parliament							
No:	Description:	Unit of measure:	Quantity:	Unit rate (year one):	Unit rate (year two):	Unit rate (year three):	Unit rate (year four):	Unit rate (year five):
1.3	Electronic alerts (e.g. WhatsApp, In-App, e-mail, etc.) to enable immediate, real-time and optimal use of Parliament's right of reply to current conversations in live broadcasts, online and social media platforms.	Ongoing (as-and-when identified)	Ongoing					
1.4	Summary notifications (via WhatsApp, In-App, e-mail, etc.) of coverage at the same times outlined in Section 4, with hyperlinks to a portal or website where full reports can be accessed.	Twice Per day	730					
1.5	A dedicated database for all records of print, audio, video and online clippings that must be migrated to a Parliament platform before the end of the contract period.	Once off	1					

2	Content analysis and communication advisory services							
2.1	Tonality / sentiment analysis of articles. NB: The rating of the tone should be done by Analysts and must not be automated.	Per day	365					
No:	Description:	Unit of measure:	Quantity:	Unit rate (year one):	Unit rate (year two):	Unit rate (year three):	Unit rate (year four):	Unit rate (year five):
2.2	Identification and analysis of top ten issues leading the conversation on Parliament in the media and how Parliament is featured or emerging in such a dialogue	Per week	52					
2.3	Evaluation of the top-ten Journalists, Media establishments,	Per week	52					

	Spokespersons of Parliament, Stakeholders, in terms of their individual contribution to the total content,tonality and advertising value equivalent measures							
2.4	Effectively tracking the net representation of Parliament in all media platforms	Per month	12					
2.5	Tracking and analysis of trends in media penetration rate of Parliament's own articles or releases published	Per day	365					
No:	Description:	Unit of measure:	Quantity:	Unit rate (year one):	Unit rate (year two):	Unit rate (year three):	Unit rate (year four):	Unit rate (year five):
2.6	Analysis that shows and tracks all categories of sources of news on	Per week	52					

	Parliament, including the apex leadership							
2.7	Analysis of top issues covered on Parliament reflecting trends and factors shaping the media agenda	Per week	52					
2.8	Analysis of the net representation of Parliament in the media domain with recommendations on how best to turn around the situation for the better to improve the image / reputation of Parliament.	Per day	365					
2.9	Analysis of the coverage of Parliament which focuses on both higher-level quantitative analysis as well as in-	Per week	52					

	depth qualitative content analysis of coverage of Parliament							
No:	Description:	Unit of measure:	Quantity:	Unit rate (year one):	Unit rate (year two):	Unit rate (year three):	Unit rate (year four):	Unit rate (year five):
2.10	Consolidated reports inclusive of a presentation format with graphs to reflect baselines, statistics, trends etc. as well as the narrative that includes recommendations on how best to influence trends positively going forward	Per month	12					
SUB TOTALS:								
GRAND TOTAL:								

11. Specific Conditions

- 11.1 Where a joint venture / partnership submits an offer for this bid, a joint venture / partnership agreement must be attached, which specifies the names of the companies that have formed the joint venture / partnership, the name of the joint venture / partnership. Companies that are members of the joint venture / partnership will be individually required to comply with tax compliance requirements by the South Africa Revenue Services (SARS).
- 11.2 Bidders must certify that the personnel identified in its response to this bid will be the persons actually assigned to Parliament. Any changes in the personnel from those identified in the response to the bid must be approved by Parliament. Parliament may, at its discretion, require the removal and replacement of any of the service provider's personnel who do not perform adequately. The replacement personnel must meet the requirements set out in this bid.
- 11.3 Where bidders have indicated 'YES' in section 6 and 7 of this bid document, proof must be submitted with their bid offers (where applicable). Failure to submit proof will disqualify a bid.
- 11.4 A compulsory briefing session will be held on a date specified in the advertisement of this bid.
- 11.5 Prospective bidders may submit their questions to tenders@parliament.gov.za or contact the person assigned to deal with enquiries on the advertisement for this bid.
- 11.6 Parliament may request bidders to provide additional pricing information to be utilised for comparative purposes during evaluations.
- 11.7 Parliament reserves the right to invite shortlisted bidders to make presentations to its evaluation team.
- 11.8 Parliament reserves the right to conduct a site visit to the premises of the shortlisted bidders to validate the information provided in the bid.
- 11.9 Parliament reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments.
- 11.10 Parliament reserves the right not to award this bid in total or part thereof.
- 11.11 Parliament reserves the right to award this bid to one or more bidders.

- 11.12 Parliament reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the bid to the highest scoring bidder if such a bidder has been awarded a bid by Parliament or has performed services for Parliament, during the last 12 months prior to the closing date of the bid.
- 11.13 The successful bidder must enter into a formal service level agreement with Parliament upon appointment and must go through a security clearance process.
- 11.14 The successful bidder must be willing to sign confidentiality or non-disclosure agreement.
- 11.15 The successful bidder must ensure that they have the adequate, latest equipment throughout the duration of the contract for each of the services they are bidding for.
- 11.16 In terms of Section 4(1) of the Competition Act no. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is/are or a contractor(s) was/were involved in:
- i. Directly or indirectly fixing a purchase or selling price or any other trading condition,
 - ii. Dividing markets by allocating customers, suppliers, territories or specific types of goods or services, or
 - iii. Collusive bidding.
- 11.17 All stakeholders in Parliament must take appropriate steps to ensure maximum protection of themselves and other persons against the spread of the Covid-19 virus and any other communicable diseases.
- 11.18 Should the need arise, and without any additional costs to Parliament, all stakeholders must take appropriate steps to ensure maximum protection of themselves and other persons against the spread of the Covid-19 virus and other communicable diseases.
- 11.19 All relevant clearances and/or memberships must be submitted to Parliament upon the renewal throughout the duration of the contract.
- 11.20 Should the same breach be committed three (3) times consecutively during the contract period, Parliament reserves the right to immediately enter into a Service Dispute, that may result in the termination of the contract.

ANNEXURE A – REFERENCES' TEMPLATE SIMILAR TO THE PROVISION MEDIA MONITORING AND MEDIA CONTENT ANALYSIS & ADVISORY SERVICES

(TO BE COMPLETED BY BIDDER'S REFERENCE WITH THEIR LETTERHEAD AND/OR STAMP)

Bidder's name:

Date of contract completion:

- Skill level and professionalism of team members assigned:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Quality of media monitoring services provided (i.e. ability to continuously track and monitor content in local, provincial, national and international media platforms on a daily and weekly basis):

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Extent/range of media monitoring services provided:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Quality of media audio & video clips, print clippings and reports provided:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Reliability of platforms/systems used to continuously track and monitor content in local, provincial, national and international media platforms on a daily and weekly basis:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Adherence to agreed reports' submission deadlines:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Ability to change or update e.g. change keywords, alerts, and the structure of reports as and when required:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Quality of media analysis and advisory services provided:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Quality of analysis reports provided:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Extent/range of media segment coverage analysis:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Ability to change or update e.g. change keywords, alerts, and the structure of reports as and when required:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Adherence to agreed reports' submission deadlines:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Overall satisfaction of the service and deliverables received:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

**STAMP BY BIDDER'S
REFERENCE**

.....
NAME AND POSITION OF AUTHORISED SIGNATORY

SIGNATURE:

COMPANY:

DATE:

ANNEXURE E: CONTRACTUAL OBLIGATIONS

Conditions and Procedures to be complied with as part of the Contract with Parliament.

1. STATUTORY REQUIREMENTS

All persons employed by the Contractor working within the premises of Parliament shall comply with the Regulations of the Occupational Health and Safety Act, Act No. 85 of 1993 as amended.

The Contractor shall designate, in writing, one of his full time employees in terms of the provisions of General Safety Regulations or Section 8 of the Occupational Health and Safety Act who shall be in charge of work on site.

The above designation shall be made before work commences on site. The appointed person, for inspection purposes, shall hold one copy on site and a duplicate copy shall be handed to NDPW / WSP employee in charge of that particular project.

The Contractor shall instruct his authorised site representative to report to the NDPW / WSP employee who is in charge of the project.

2. GENERAL REGULATIONS

The Contractor shall submit a list of all portable electrical tools and equipment to security before permission is granted to enter or leave the premises. Vehicles will be subjected to a search before entry and when leaving the premises.

Contractors are not permitted to stay on the premises after their shift has been completed.

The Safety, Health and Environmental Manager (hereinafter the Safety Manager) must authorise any work, which could affect or interfere with normal activities of Parliament.

All excavation work must be railed off or barricaded, debris or material, which cannot be removed immediately, must be placed in such manner as to allow adequate and safe passage.

The Safety Manager will authorise areas where rubble and other material may be stored.

The Contractor will stay confined to the area of his work.

3. PERSONAL PROTECTIVE EQUIPMENT

Safety harness (parachute type) shall be used whenever work is performed at a height of 2 meters or higher unless a suitable platform with handrails is provided.

Suitable eye protection must be used whenever there is a danger of flying particles or splashing of chemicals.

Hearing protection shall be used whenever a noise zone is entered. Earmuffs shall always be worn whenever a jackhammer is used.

Gloves and welding helmet shall always be used for welding operations.

The Contractor is responsible to provide the necessary protective equipment and to ensure that it is used as required.

4. ISOLATION PROCEDURE

No one shall work above or on moving machinery, energy driven mechanical apparatus, electrical panel or switchgear unless it has been isolated from power or movement by means of applying a padlock on the main switch.

The Safety Manager must grant permission before padlock can be applied.

5. ELEVATED AREAS

No work may be performed above the heads of persons or aisles or roads unless suitable precautions have been taken to ensure the safety of persons and property below. The affected area must also be identified beforehand and effectively cordoned off.

All scaffolds and suspended loads must be left safe before leaving work at the end of each day – i.e. loads lowered to the ground, scaffolds securely tied down and all loose tools and equipment secured against falling.

Where scaffolding is erected, handrails, toe boards, etc., must be embodied and all such equipment shall be lowered to the ground under competent supervision.

6. TOOLS AND EQUIPMENT

Contractors shall provide their own ladders, trestles, scaffolds, lifting tackle, tools and portable electrical equipment.

Makeshift or unsafe equipment shall not be permitted on the premises and will be confiscated for the duration of the contract.

No insulation tape or similar may be used on any electrical wiring or cables. Joints in cables must be approved by the Safety Manager to use on the premises.

Contractors may not operate Parliament equipment, lifts and vehicles. In exceptional instances the Safety Manager may grant permission. In such an event, the contractor shall produce a valid Certificate of Competency as described in the Occupational Health and Safety Act. A copy of the certificate will be kept on the person of the Contractor who operates the above-described equipment. Any employee of Parliament may ask such Contractor to produce the said certificate.

All tools and equipment must be reported to Parliament Security whenever a Contractor enters or leaves the premises. It is the duty of the Contractor to ensure that articles or equipment are recorded in a Parliament register whenever it is brought on site.

7. PRECAUTIONS AGAINST FIRES

The Contractor shall ensure that his employees do not smoke anywhere on the premises except in identified smoking bays.

Paint, thinners, petrol, oil or any flammable materials shall be stored within a designated area.

The Contractor shall first obtain a Hot Work Permit from NDPW/ WSP before any naked flame or grinder is used anywhere outside a workshop.

The said permit is valid for one day only and shall be kept on the person who is using a naked flame.

The Contractor shall take all necessary precautions to eliminate all fire hazards and to prevent fire damage.

All fires shall be reported immediately to the Safety Manager.

8. HOUSEKEEPING AND FIRST AID

The Contractor shall uphold high standards of housekeeping.

The clinic on site will assist with first aid treatment if required. Should the employee require further medical attention, the emergency service provider will escort the person to the nearest hospital.

All surplus material and builder's rubble must be removed from the premises on completion of the contract or as otherwise specified by the Safety Manager. Parliament reserves the right to remove such material against cost within three days after completion of the contract.

9. TRADE UNIONS

No employees of a Contractor shall be allowed to actively further the interests of any Trade Union on site.

10. SECURITY

The principle of security fences must be upheld at all times.

Parliament does not accept responsibility for the safekeeping of any material, tools or equipment brought on site.

All portable tools or equipment brought on site must be removed at the end of the day's work.

11. PROCEDURE IN THE EVENT OF AN ACCIDENT / INCIDENT

The Contractor shall act as 'The Employer' in terms of Section 16 of the Occupational Health and Safety Act.

The Contractor shall report any injuries sustained by his employees to the Department of Labour and the Compensation Commissioner. The injuries and responsibilities are as defined in Section 24 of the Occupational Health and Safety Act.

All accidents / incidents shall be reported to the Safety Manager.

In the event of an accident causing the loss of a life or the possibility of the loss of a life, no person shall disturb the site at which the accident occurred or remove any objects involved in the accident before the arrival of an inspector from the Department of Labour.

12. SUB-CONTRACTORS

The Contractor shall inform the NDPW / WSP of any Sub-Contractors who may work on site.

The Contractor shall ensure that Appendix 1 is properly completed and submitted to NDPW / WSP prior to commencement of work.

The Contractor shall ensure that the Sub-Contractor complies fully with statutory and Parliament requirements.

13. USING OVERHEAD CRANES AND LIFTING TRUCKS

The following shall apply if the Contractor has to operate overhead cranes on site: -

The Contractor shall ensure that all his employees who have to operate a crane or lift truck to render services as stipulated in the contract, have had formal training as required by the Occupational Health and Safety Act.

The Contractor shall ensure that the training is valid in terms of the Act.

The Contractor shall present certificates of training to NDPW / WSP before work may commence.

14. FAILURE TO COMPLY WITH PROCEDURES

Failure to comply with the contents of this document could result in legal prosecution by the Department of Labour.

Noncompliance by the Contractor with any of the requirements as stipulated in this document could result in any or all of the following actions being taken by the Safety Manager:

The Contractor could be requested to leave the premises and the contract for the project tendered for would become null and void. All costs incurred by Parliament for such actions would be borne by the Contractor.

A specific member of staff who breaches this contractual obligation could be requested to leave the premises without delay and would not be permitted to enter the premises in future. Any costs incurred would be borne by the Contractor.

Equipment which would be deemed as unsafe would be confiscated by NDPW / WSP / Parliament and returned upon completion of the specific contract. Any costs incurred would be borne by the Contractor.

15. HAZARDS IDENTIFICATION

The Contractor must determine the degree of hazards related to the project tendered for, and implement precautionary measures.

SIGNATURE: _____

DATE _____

NAME: _____

DESIGNATION: _____

COMPANY: _____

ACCEPTANCE

I, _____
(Contractor), by signing of this document, hereby warrant that I shall bear all responsibility for adherence of all laws applicable to the agreed contract work and particularly for the full and proper implementation of the provisions of the Occupational Health and Safety Act, Act No. 85 of 1993 as amended and all other regulations without exception.

PARLIAMENT

APPENDIX 1

CONTRACTOR'S INFORMATION FOR C. O. I. D. PURPOSES

NAME OF FIRM: _____

ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

TYPE OF WORK PERFORMED: _____

COMMENCING DATE OF WORK: _____

COMPLETION DATE: _____

IS YOUR FIRM REGISTERED WITH W.C.C.: ☐ YES OR ☐ NO

IF YES, YOU'RE REGISTRATION NUMBER: _____

NUMBER OF STAFF ON THE PREMISES: _____

SUPERVISORS: _____

NAME OF THE COMPETENT PERSON

ON SITE AND HIS TELEPHONE NO: _____

ANNEXURE F: DECLARATION OF INTEREST

1. No contracts to provide goods or services to Parliament may be provided to the following categories of entities: - Member of Parliament, Member of the Cabinet, Member of a Provincial Legislature, Member of a Provincial Executive Council, a Municipal Councilor or a person in the employ of the State whose participation in bidding for the contract may result in a conflict of interest; or any entity in which a person mentioned above is a Director or has a controlling or other substantial interest.
2. The bidder is therefore requested to complete Sections a – d of the declaration below in substantiation.

(a) Are you or any person connected with the bidder, a Member of Parliament or a Cabinet Member?

Y	N
---	---

If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

.....
.....

(b) Are you or any person connected with the bidder, a Member of the Provincial Legislature or a Member of a Provincial Executive Council or a Municipal Councilor?

Y	N
---	---

If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

.....
.....

(c) Are you or any person connected with the bidder, Employed by the State?

Y	N
---	---

If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

.....
.....

(d) Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by Parliament and who may be involved with the evaluation and or adjudication of this bid?

Y	N
---	---

If yes, state whether you are a Director or have a Controlling or other substantial interest in the bidding company.

.....

Name of Representative: _____

Signature: _____ Date: _____

ANNEXURE G: BID DECLARATION

1. IF THE BIDDER IS IN PARTNERSHIP / JOINT VENTURE / CONSORTIUM.

We the undersigned partners / joint ventures / consortium, tendering as

.....

.....

hereby authorize

to sign this Bid as well as any contract resulting from this Bid and any other documents correspondence in connection with this Bid and/or contract on our behalf.

FULL NAMES

CAPACITY

SIGNATURE

2. IF THE BIDDER IS A ONE PERSON BUSINESS / SOLE TRADER.

I, the undersigned,
hereby confirm that I am the sole owner of the business trading as

.....

3. IF THE BIDDER IS SUB-CONTRACTING.

I, the undersigned,

hereby confirm that I will be sub-contracting work to the following company/companies

.....

.....

Sub-contractor's name	Value of work to be sub-contracted	% of work to be sub-contracted

4. IF THE BIDDER IS AN ENTITY / COMPANY / CC / TRUST.

NAME OF FIRM / BIDDER:
POSTAL ADDRESS:
STREET ADDRESS:
.....
TELEPHONE NUMBER: CODE: NUMBER:
CELL PHONE NUMBER:
FACSIMILE NUMBER: CODE: NUMBER:
VAT REGISTRATION NUMBER:
E MAIL:

THE BIDDER ELECTS DOMICILLIUM CITANDI ET EXECUTANDI IN THE REPUBLIC

AT:.....
.....

ARE YOU THE ACCREDITED REPRESENTATIVE IN
SOUTH AFRICA FOR THE GOODS/SERVICES OFFERED? **YES / NO**
(IF YES, ENCLOSE PROOF)

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

TOTAL BID PRICE:..... (Ceiling Price Inc. VAT)

TOTAL NUMBER OF ITEMS OFFERED:

I/WE, THE UNDERSIGNED, WHO WARRANTS THAT HE/SHE IS DULY AUTHORISED TO DO SO ON BEHALF OF THE FIRM ACKNOWLEDGE THAT:

1. The information furnished is true and correct.
2. In the event of a contract being awarded as a result of points claimed, the contractor may be required to furnish documentary proof to the satisfaction of Parliament that the claims are correct.
3. If the claims are found to be incorrect, Parliament may, in addition to any other remedy it may have –
 - a. recover all costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - b. 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;
 - c. impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the Bid.
4. I hereby undertake to render services described in the attached Bidding documents to Parliament in accordance with the requirements and task directives / proposals specifications stipulated in this Bid proposal at the price/s quoted. My offer/s remains binding upon me and open for acceptance by Parliament during the validity period indicated and calculated from the closing date of the Bid.
5. All the above documents shall be deemed to form and be read and construed as part of this agreement.
6. I confirm that I have satisfied myself as to the correctness and validity of my Bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
7. I accept full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
8. I declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other Bid.
9. I confirm that I am duly authorised to sign this contract.

ANNEXURE H: DECLARATION OF BIDDER'S PAST PROCUREMENT PRACTICES

1. This document forms part of all bids invited.
2. It serves as a declaration to be used by Parliament in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of Parliament's Procurement System
3. The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's procurement system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
4. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder on any of its directors listed on the Parliament's database as companies or persons prohibited from doing business with Parliament and or public sector?		
4.1.1	If so, furnish particulars		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?		
4.2.1	If so, furnish particulars:		
4.3	Was any contract between the bidder and Parliament terminated during the past five years on account of failure to perform on or comply with the contract?		
4.4	If so, furnish particulars:		

DECLARATION

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to:

- recover any losses or damages sustained by Parliament under such agreement
- restrict the supplier from further business with Parliament depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: _____

Identity number: _____

Signature: _____ Date: _____

(DULY AUTHORISED TO SIGN FOR AND ON BEHALF OF THE ABOVE ENTITY)

COMMISSIONER OF OATHS

I certify that the above has acknowledged that he/she knows and understands the contents of this document, that he/she does not have any objection to taking the oath, and that he/she considers it to be binding on his/her conscience, and which was sworn to and signed before me at _____ on this the _____ day of _____ 20____, and that the administering oath complied with the regulations contained in Government Gazette No. R 1258 of 21 July 1972, as amended.

_____ (Sign – SERVICE PROVIDER)

_____ (Name – SERVICE PROVIDER)

COMMISSIONER OF OATHS STAMP AND DETAILS OF PERSON	
STAMP :	NAME & SURNAME:
	DESIGNATION/RANK:
	PERSAL/EMPLOYEE NO:
	PLACE/DATE: