



## REQUEST FOR QUOTATION (RFQ)

| RFQ/MAR/024/25/239                                                          |                        |                       |              |
|-----------------------------------------------------------------------------|------------------------|-----------------------|--------------|
| <b>CLOSING DATE</b>                                                         | <b>29 October 2024</b> | <b>CLOSING TIME</b>   | <b>12H00</b> |
| <b>PHYSICAL ADDRESS</b>                                                     |                        | <b>POSTAL ADDRESS</b> |              |
| <p>Metropolitan Park,Block C<br/>8 Hillside Road<br/>Park Town<br/>2193</p> |                        |                       |              |

| SUPPLY CHAIN CONTACTS AND ENQUIRIES |                           |
|-------------------------------------|---------------------------|
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|                                                                |                          |                                     |               |
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| Document Number                                                | FIN-TP-001(B)            | Revision Date                       | 03 June 2024  |
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| Revision Number                                                | Rev 04                   | Access                              | Controlled    |
| Reviewed: Senior Manager: Supply Chain and Contract Management |                          | Controlled: Chief Executive Officer |               |

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## 1. Introduction to Request for Quotation (RFQ)

- 1.1 The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998), Registration Number 17/merSETA/01/04/20, to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New Tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.
- 1.2 The merSETA is inviting quotations from potential service providers for the services described in the below:

| Description of services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>1. OBJECTIVE</b></p> <p>The objective of these terms of reference is to appoint a service provider to provide reputation management through multi-platform media monitoring, analysis and reporting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>2. PROJECT/ CONTRACT PERIOD</b></p> <p>The contract period for this project will be from 01 November 2024 to 31 October 2026.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>3. SCOPE OF PROJECT</b></p> <p>The scope of work to be covered is:</p> <ul style="list-style-type: none"><li>• The service provider should be able to track the merSETA Industry-related media mentions in the following media platforms:<ul style="list-style-type: none"><li>o Broadcast media;</li><li>o Electronic newsletter/news feed service;</li><li>o Print media;</li><li>o Internet News; and</li><li>o Social Media</li></ul></li><li>• The service provider must design and implement a monitoring solution tailored to suit the merSETA's needs;</li><li>• The service provider must capacitate the merSETA staff members on the platform being used to monitor the media;</li><li>• The service provider must be able to provide reports as and when required; and</li><li>• The service provider must be able to produce and distribute a newsletter featuring news about the merSETA on a monthly basis.</li></ul> |
| <p><b>4. OUTCOMES AND DELIVERABLES</b></p> <p>4.1. Daily newsletter/monitoring to be sent through a daily dispatch to a designated e-mail distribution list to an unlimited number of recipients at three-hourly intervals on a daily basis;</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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4.2 Monitor all social media the merSETA uses;

4.3 Client Web Portal: All coverage as identified relevant will be uploaded to a dedicated password-protected portal, designed and hosted by the successful bidder with unlimited user access;

4.4 Editorial online or print media includes a fully searchable database where the merSETA is able to search by date, journalist and publication; and

4.5 Coverage must be uploaded by service provider under the stated method of delivery.

## 5. CONTENT OF SUBMISSIONS

5.1 Provide a proposal as per the scope of work above;

5.2 Provide budgetary pricing;

5.3 Methodology to be used to meet client's needs;

5.4 Reference where similar work was undertaken and completed.

## 6. REQUIREMENTS

Basic competencies and expertise which is required includes, inter alia:

6.1 Demonstrate at least three (3) years' experience and expertise in providing media monitoring services as outlined in the scope of the project; and

6.2 The service provider must provide at least two (2) written references of clients where work of a similar nature was undertaken and completed.

6.3 Providers must attend a compulsory briefing session so that they may understand what is required from them. Failure to attend the compulsory briefing session will lead to disqualification.

- 1.3 This RFQ is subject to the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and the Preferential Procurement Regulations (2022 Regulations), the General Conditions of Contract (GCC), and, if applicable, any other special conditions of contract. Where, however, the special conditions of the contract conflict with the general conditions of the contract, the special conditions of the contract prevail.

## 2. RFQ Submission

- 2.1 Bid documents must be emailed to [quotations@merseta.org.za](mailto:quotations@merseta.org.za) on or before the closing date and time.
- 2.2 The merSETA will only consider bid documents received on or before the closing date and time, regardless of the method used to provide them.

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### 3. Late submissions of the RFQ

Submission of quotation(s) received late (after the closing date and time) will not be considered.

### 4. Request for Quotation (RFQ) Rules

4.1 The following rules will apply for this Request for Quotation:

4.1.1 The price(s) quoted shall be valid for a minimum period of 60 days from the closing date and time of this RFQ.

4.1.2 The price(s) quoted must be firm and inclusive of value-added tax (VAT) where applicable.

4.1.3 The price(s) must include all related expenses, i.e., transport, accommodation, etc. (where applicable).

4.1.4 A potential supplier or service provider must be validly registered on the Central Supplier Database (CSD), as hosted by the National Treasury.

4.1.5 Only an official purchase order or appointment letter issued by the merSETA will bind the merSETA.

### 5. Technical Specification

5.1 It is expected that the service provider, upon submission of the quotation, will fully address the technical requirements of the below specification:

### 6. Bid Evaluation

6.1 The RFQ will be evaluated in terms of PPPFA 05 of 2000 and Preferential Procurement Regulation 2022 (80/20).

#### 6.1.1 Evaluation Stage 1: Compliance

6.1.1.1 All bidders must comply with the administrative requirements outlined in the Standard Bidding Documents and the mandatory requirements listed below. All bidders failing to provide the required information and documentation in this evaluation stage may face disqualification from further evaluation. Failure to comply with the requirements assessed in Stage 1 (compliance) may lead to the disqualification of bids.

| Criteria Description | Supporting Documents |
|----------------------|----------------------|
|----------------------|----------------------|

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|                                                                                                                                    |                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| In the event of the bidder being in a joint venture (JV), a signed JV agreement must be submitted (where applicable)               | Signed JV Agreement<br>SBD forms must be completed for each legal entity<br>Consolidated B-BBEE certificate |
| Bidders must submit a fully complete Bidder's Disclosure form (failure to declare honestly will lead to bidder being disqualified) | Standard Bidding Document (SBD) 4 and SBD 6.1                                                               |

### 6.1.2 Evaluation Stage 2: Technical Evaluation

6.1.2.1 Bidders must meet the minimum technical specification requirements in this evaluation stage to advance to the next evaluation stage. Failure to meet the prescribed technical specification will automatically disqualify the bid offer from proceeding to the next evaluation stage.

### 6.1.3 Evaluation Stage 3: Preference Point System

6.1.3.1 The 80/20 preference point system shall be applicable to this phase, where 80 points represent the maximum obtainable points for the lowest acceptable price and 20 points represent the specific goals. The bid documentation's table below will award points to a bidder for achieving the specific goals.

| The specific goals allocated points in terms of this tender |                          | Number of points Allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|-------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Tenderer who has 51% to 100% black people ownership         |                          | 6                                                                                 |                                                                           |
| Tenderer who has 30% to 100% black women ownership          |                          | 4                                                                                 |                                                                           |
| Tenderer who has 30% to 100% black youth ownership          |                          | 4                                                                                 |                                                                           |
| Tenderer who has 30% to 100% White women ownership          |                          | 2                                                                                 |                                                                           |
| Tenderer who has 20% or more owners with disability         |                          | 4                                                                                 |                                                                           |
| Submission of proof of Local Production and Content         |                          | 2                                                                                 |                                                                           |
| <b>Total Points allocated to Specific Goals</b>             |                          | <b>22</b>                                                                         |                                                                           |
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## 7. merSETA's RIGHTS

- 7.1 The merSETA is entitled to amend any bid condition, bid validity period, RFQ specification, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFQ documents have been issued and where the merSETA has records of such bidders, may be advised in writing of such amendments in good time, and any such changes will also be posted on the merSETA's website under the relevant tender information. Therefore, before submitting their bid response, prospective bidders should regularly check the website to stay informed about any amendments related to this matter.
- 7.2 The merSETA reserves the right not to accept the lowest priced bid or any bid in part or in whole. It normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the merSETA.
- 7.3 The merSETA reserves the right to award this bid as a whole or in part.
- 7.4 The merSETA reserves the right to conduct site visits at bidder's corporate offices and or at client sites if so required.
- 7.5 The merSETA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in National Treasury Instruction 02 of 2016/2017: Cost Containment Measures, where relevant.
- 7.6 The merSETA reserves the right to request all relevant information, agreements, and other documents to verify the information supplied in the bid response. The bidder hereby gives consent to the merSETA to conduct background checks, including FICA verification, on the bidding entity and any of its directors, trustees, shareholders or members.
- 7.7 The merSETA reserves the right, at its sole discretion, to appoint any number of vendors to be part of this panel of service providers, if applicable (i.e., where a panel is considered).
- 7.8 The merSETA reserves the right to make a final decision on the interpretation of its tender requirements and responses thereto.
- 7.9 The merSETA reserves the right to consider the professional conduct and experiences it had with any bidder that rendered similar services to the merSETA in the past 5 years over and above the references put forward by the bidder in its response.

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## 8. UNDERTAKINGS BY THE BIDDER

- 8.1 By submitting a bid in response to the RFQ, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the merSETA on the terms and conditions and in accordance with the specifications stipulated in this RFQ document.
- 8.2. The bidder shall prepare for a possible presentation should merSETA require such, and the bidder will be required to make such a presentation within five (5) days from the date the bidder is notified of the presentation. Such a presentation may include a practical demonstration of products or services as called for in this RFP.
- 8.3. The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the merSETA during the bid validity period indicated in this RFQ, and its acceptance shall be subject to the terms and conditions contained in this RFQ document read with the bid.
- 8.4. The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFQ; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 8.5. The successful bidder accepts full responsibility for the proper execution and fulfillment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with merSETA, as the principal(s) liable for the due fulfillment of such a contract.
- 8.6. The bidder accepts that all costs incurred in the preparation, presentation, and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with the bid will become merSETA property unless otherwise stated by the bidder(s) at the time of submission.

## **ANNEXURE A**

### **Specific Goal Guide – Preferential points (80/20)**

This specific goal guide will be used to assist providers in submitting relevant documents to confirm specific goals.

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“**Specific goals**” means specific goals as contemplated in section 2 (1) (d) of the Act which may include contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender and disability including the implementation of programmes of Reconstruction and Development programme as published in government gazette No. 16085 dated 23 November 1994.

**Please note that :**

- Financial account, management account or auditors letter should be submitted confirming turnover of the company determining BBBEE status on Affidavit and B-BBEE CIPC certificate in order for the specific goals can be awarded.

**Preferential points for tenders without local content requirements.**

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| Specific goal                                       | 80/20 Preference Point system | Example of Submission                             | Tick if relevant document submitted | Indicate which document have been submitted |
|-----------------------------------------------------|-------------------------------|---------------------------------------------------|-------------------------------------|---------------------------------------------|
| Black People Ownership – 51% or more                | 6                             | Valid B-BBEE certificate/Affidavit or B-BBEE CIPC |                                     |                                             |
| Black Women Ownership – 30% or More                 | 4                             | Valid B-BBEE certificate/Affidavit or B-BBEE CIPC |                                     |                                             |
| Black Youth Ownership – 30% or More                 | 4                             | Valid BBBEE certificate/Affidavit or B-BBEE CIPC  |                                     |                                             |
| White Women Ownership – 30% or More                 | 2                             | Valid B-BBEE certificate/Affidavit or B-BBEE CIPC |                                     |                                             |
| People with Disability (PwD) Ownership              | 4                             | Medical certificate                               |                                     |                                             |
| Submission of proof of Local Production and Content | 2                             | Proof of Local content                            |                                     |                                             |
| <b>Total Points allocated to Specific Goals</b>     | <b>22</b>                     |                                                   |                                     |                                             |

| AUTHORISATION SIGNATORIES TO CONFIRM RFQ                                                               |                  |      |                 |
|--------------------------------------------------------------------------------------------------------|------------------|------|-----------------|
| The employee signing below hereby affirms the accuracy of the information requested for the quotation. |                  |      |                 |
| Supply Chain Management Representative                                                                 |                  |      |                 |
| Full Names                                                                                             | Kgomotso Mabe    | Date | 16 October 2024 |
| Signature                                                                                              |                  |      |                 |
| Technical Representative                                                                               |                  |      |                 |
| Full Names                                                                                             | Shirley Ramoroko | Date | 16 October 2024 |
| Signature                                                                                              |                  |      |                 |

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