
TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER TO RENDER EFFECTIVE MEDIA MONITORING AND ANALYSIS SERVICE FOR THE DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES (DMPR) FOR A PERIOD OF THIRTY-SIX (36) MONTHS

1. BACKGROUND

- 1.1. Media monitoring is a key responsibility of the Communication Management Directorate. As part of its mandate, the Directorate monitors and evaluates media reports daily, ensuring that this information is distributed promptly to the Ministry and the staff of the Department of Mineral and Petroleum Resources.

2. CONTRACT PERIOD

- 2.1 The contract period is thirty-six (36) months after signing of the service level agreement.

3. OBJECTIVE

- 3.1 With the current “information overload” that departments are faced with on a daily basis, the department requires a service provider who will extract the information (product) we require and deliver it to the departmental desktop. A service provider who monitors (research and analyse) several thousand sources (print, broadcast, online, digital, including social media) every hour ensuring that the department is always aware of the most current information in the media space, A service provider who will also provide most comprehensive information to the department and the Ministry of Mineral and Petroleum Resources.

4. SCOPE OF WORK

- 4.1. The successful service provider is expected to monitor all National and International electronic (online, digital, social media, e-books, e-magazines, blogs, TV and Radio) and print media (newspapers, magazines, journals) sourced from the main daily print and electronic platforms.

- 4.2 Successful service is also expected to post/ publish the above (monitored content) on the DMPR website/ newly developed dashboard on a daily basis.

5. DELIVERABLES OR PROJECT OUTPUT AND/OR OUTCOME

5.1 Media Monitoring – Print Media:

- 5.1.1 All print media items sourced from the main daily newspapers, magazines and journals will be posted to the departmental website on a daily basis, by 08h00, 12:00 and 15:00 South African time, from Monday to Friday.

5.2 Media Monitoring – Electronic Media:

- 5.2.1 All electronic media items sourced from TV, radio, online, digital and social media platforms will be posted to the DMPR website/ dashboard on a daily basis from Monday to Sunday. Summaries of all relevant electronic material must be provided Monday to Sunday including public holidays.

5.4 Posting Alert - All Media:

- 5.4.1 A two-hourly email/ WhatsApp alert on those days when departmental items identified will be processed and posted to the DMPR website/dashboard. Such alert provides the department with a hyperlink for immediate access to the website in order for the department to view the new postings.

6. EVALUATION CRITERIA

NB: This bid will be evaluated in three stages, i.e. functionality, administrative compliance and point scoring system.

6.1 Gate 01 – Mandatory requirements

- (i) Not applicable

6.2 Gate 02 – Functionality

Bidders will be scored in terms of the functional requirements indicated in the table below. The corresponding points and weightings will be used to calculate the overall score a bidder has achieved. The minimum threshold for this bid is **70%**. Bidders who score less than **70%** will be disqualified. Only bidders that score **70%** and more will be considered further.

No.	Evaluation criteria	Points	Weight
1.	Company Experience: i) Experience in research, media monitoring, reporting and analysis environment. NB: Attach testimonials with contactable references.	7 years or more = points. 6 years = 4 points 5 years = 3 points 2 - 4 years = 2 points 1 year = 1 point	20 20
2.	Team leader and team member experience: i) Team Leader must have experience in the Media monitoring and analysis environment ii) Individual team members must have experience in media monitoring and analysis, as well as in professional writing and editing of media reports	10 years or more = 5 points 6 - 9 years = 4 points 5 years = 3 points 2 - 3 years = 2 points 1 year or less = 1 point 5 years or more = 5 points 4 years = 4 points 3 years = 3 points 2 years = 2 points 1 year or less = 1 point	20 10 10

No.	Evaluation criteria	Points	Weight
	NB: Attach a detailed CV highlighting relevant experience, with contactable references		
3.	Qualifications of Team Leader and Team Members		20
	i) The team leader must have a qualification in Communication /Journalism/ Media Relations Studies/ Public Relations.	NQF 9 and above = 5 points NQF 8 = 4 points NQF 7 = 3 points NQF 6 = 2 points NQF 5 and below = 1 point	10
	ii) Team members must have a qualification in Communication /Journalism/ Media Relations Studies/ Public Relations.	NQF 9 and above = 5 points NQF 8 = 4 points NQF 7 = 3 points NQF 6 = 2 points NQF 5 and below = 1 point	10
	NB: A Copy of certified certificates not older than six months must be attached as proof.		

4.	Project Plan (i) Detailed project plan with • Project deliverables and • Milestones • Scope • Schedule, • Cost, • Resources (ii) Proposed Methodology outline. ➤ Management of the project. i.e. (Attach methodology proposal/ Previous Dashboard indicating capability to develop a dashboard/ webpage to access reports daily)	Detailed Project plan with elements of evaluation over and above the listed from (1) to (6) = 5 points Detailed Project Plan with items as listed from (1) to (6) = 3 points Project Plan with 2-3 items listed = 1 point No project plan = 0 points Methodology proposal: Management of the project. i.e. (Attach methodology proposal/ Previous Dashboard indicating capability to develop a dashboard/ webpage to access reports daily) over and above these = 5 points Management of the project. i.e. (Attach methodology proposal/ Previous Dashboard indicating capability to develop a dashboard/ webpage to access reports daily) = 3 points An unclear methodology proposal	40 20 15 5
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No.	Evaluation criteria	Points	Weight
	(iii) Proposed training plan for DMPR staff	= 1 point No proposed methodology = 0 points Training plan that reflects the costs provided = 5 Points No training Plan = 0	

Formula; $\frac{A}{B} \times 100 = C\%$

Where:

- A = Total score for the bid under consideration
- B = Maximum possible score
- C = Percentage score for the bid under consideration

6.3 Gate 03 - Administrative compliance

- (i) Compliance to the specification / Terms of Reference.
- (ii) Fully completed SBDs (Duly signed and dated) listed hereunder
 - SBD 1
 - SBD 4
 - SBD 6.1
- (iii) The following will be regarded as noncompliance.
 - Price amendments / other amendments without signature/initials.
 - Use of correctional fluid
 - Completion of the bid document in coloured ink other than black ink

6.4 Gate 04 – Point Scoring System

Bids will be evaluated on the 80/20 preference point system as outlined in the Preferential Procurement Regulation of 2022.

- Price points = 80

➤ **Preferential points = 20**

- 6.4.1 The bidder that scores the highest points in this phase will be awarded the tender.
- 6.4.2 Should more than one bidder score the same number of points; the award will be made to the bidder who scores more points on specific goals.
- 6.4.3 Should there be more than one bidder who score the same number of points overall and the same points on specific goals, the award will be made to the bidder who scored the highest points on functionality.
- 6.4.4 Should there be more than one bidder who score the same number of points in all aspects, the bid will be determined by the drawing of the lot.
- 6.4.5 The preferential points will be allocated in terms of the Departmental objectives on specific goals. Points allocation on specific goals are tabulated hereunder.
- 6.4.6 Bidders who do not submit proof (means of verification) of specific goals claimed will not qualify for preference points for specific goals.

Specific Goal	Number of points (80/20 Preference System)	Means of Verification
An enterprise owned by Black people	4	Identity documents and the CIPC document
Enterprise owned by Women	4	Identity documents and the CIPC document
Enterprise owned by Youth	4	Identity documents and the CIPC document
An enterprise owned by disabled persons	4	Medical certification
Enterprise owned by SMMEs (QSE or EME)	4	B-BBEE certificate issued by a SANAS-accredited Agency or DTIC, or a Sworn affidavit

NB: “Ownership = 51% of the company share. Designated group/person that are part of the entity directorship but have less than 51% share = points will be calculated on a pro-rata basis in relations to the share/s held by the designated group/persons.

E.g.	Number of women directors	= 01
	Shares owned by women	= 20%
	Specific goal for women	= 4 points
	Points claimable for women ownership	= $\frac{20}{100} \times 4 = \mathbf{0.8 \text{ points}}$

7. REPORTING REQUIREMENTS

7.1 Written media monitoring and analysis reports prepared by the Project Manager (service provider) must be submitted to the DMPR monthly and quarterly. The Project Manager will report (upon request) to the EXCO/MANCO, consisting of senior managers from the department, monthly and quarterly. Any patents or copyrights developed from this project will belong to the Department of Mineral and Petroleum Resources (DMPR).

8. WORK PLAN AND METHODOLOGY

- 8.1 The service provider must provide:
 - 8.1.1 A project proposal that demonstrates comprehension and competence to deliver on what is required in line with the scope of work under section 4.
 - 8.1.2 A preliminary project plan outlining key activities, milestones, timeframes, and resources to be committed to the project.

9. ROLE AND RESPONSIBILITY

- 9.1 Service Level Agreement will be entered into with the successful service provider which will include, *inter alia*, obligations of the DMPR and the successful service provider.
- 9.2 The DMPR reserves the right to appoint more than one service provider for the project.
- 9.3 The successful service provider must develop detailed project schedule/ plan.
- 9.4 The service provider shall disclose all information in its proposal regarding any interests that may result in an actual or perceived conflict of interest.

10. CONFIDENTIALITY OF INFORMATION

- 10.1 The names of all the members of the service provider team must be disclosed for the prior approval of DMPR. Any changes, replacements and additions should be submitted for prior approval of DMPR.
- 10.2 All members will have to sign a Non-Disclosure Agreement before project commencement and may be required to undergo security screening and tests as the DMPR deems necessary.

11. PAYMENT

- 11.1 The Department will not make an upfront payment to a successful service provider. Payment will only be made in accordance with the delivery of service that will be agreed upon by both parties and upon receipt of an original invoice.

12. TAX CLEARANCE CERTIFICATE

- 12.1 Bidders must ensure compliance with their tax obligations.
- 12.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 12.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 12.4 A bidder may also submit a printed TCS together with the proposal.
- 12.5 In proposals where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of TCS / pin / CSD number.
- 12.6 Where no TCS is available but the bidders is registered on the central supplier database (CSD), a CSD number must be provided

13. COST / PRICING

- 13.1 The bidders are requested to provide a quoted proposal regarding the work to be undertaken.
- 13.2 Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. The total cost must be VAT inclusive and should be quoted in South African Rands (i.e. ZAR).

- 13.3 Bidders should provide hourly rates as prescribed by Department of Public Service and Administration (DPSA), Auditor- General (AG) or the body regulating the profession of the consultant.
- 13.4 Bidders should provide (Subsistence & Travel (S&T)) rates that are in aligned to the National Treasury instruction note as follows:
- i) Hotel Accommodation – R1700 per night per person, including breakfast, dinner and parking.
 - ii) Air travel must be restricted to economy class.
 - iii) Claims for kilometres may not exceed the rates approved by the Automobile Association of South Africa.

14. CONDITIONS OF THE CONTRACT

- 14.1 The General Conditions of Contract must be accepted as these are issued by National Treasury and are non-negotiable.
- 14.2 The successful service provider will sign a confidentiality agreement regarding the protection of DMPR information that is not in the public domain.
- 14.3 No state information may be furnished/ communicated to the public or news media by the security service provider or any of their employees.
- 14.4 The successful service provider shall ensure that the contract is executed in line with the scope of work.
- 14.5 The successful service provider may be subjected to security screening by the State Security Agency.
- 14.6 The DMPR reserves the right to verify the authenticity of the information submitted; any falsified information may result in the disqualification or cancellation of the contract.

15. FORMAT OF SUBMISSION OF PROPOSAL

- 15.1 Bidders are requested to submit 2 copies of the technical proposals plus the original.
- 15.2 Bidders are requested to index their proposals for easy reference.

16. PRE-BID MEETING / BRIEFING SESSION DETAILS

- 16.1 A compulsory briefing session will be held on **14 October 2025 at 10:00** through Microsoft teams.

Microsoft Teams

Meeting ID: 325 974 004 810 1

Passcode: PZ7bC7qF

17. CLOSING DATE

- 17.1 Proposals must be submitted on or before **24 October 2025 at 11:00** at the Department of Mineral and Petroleum Resources, at Building 2B, Trevenna Campus, C/O Meintjes and Francis Baard Street, Sunnyside, Pretoria, in the bid box marked Department of Mineral and Petroleum Resources (DMPR).

No late bids will be accepted.

18. ENQUIRIES

- 18.1 **All general enquiries relating to bid documents should be directed to:**

Mr. Kwena Nong/ Ms. Lucia Nkhethoa

Tel No: (012) 444 3642/ 3778

E-mail: Kwena.Nong@dmpr.gov.za/ Lucia.Nkhethoa@dmpr.gov.za

- 18.2 **Technical enquiries can be directed to:**

Mr Johannes Mokobane,

Tel No: 0827663674

Email: johannes.mokobane@dmpr.gov.za