

Project title:	Request for a Quotation(Appointment of an media monitoring and tracking company to provide services to sentech for a period of 24 months)		
Quotation or Proposal no:	SENT/Media/2021		
Issue date:	18-October-2021		
Closing date:	26-October- 2021		
Closing time:	12h00pm.	Validity period:	30 days

1.1. BACKGROUND

SENTECH is a state-owned company and is the largest broadcasting signal distributor in Africa. SENTECH is a licensed Electronic Communications Network Service provider in South Africa, currently operates a number of communication networks from which Internet access is provided for customers and internal use.

Scope of Work	We seek to appoint a media monitoring company to effectively monitor and measure SENTECH's media visibility and reputation development by delivering on the following services for 24 months commencing October/November 2021: - Track various media platforms, including print, broadcast and online, social media, locally and internationally - Provide three hourly, 24hr alerts with full articles and/or video/sound news clip attached with link - News alerts must be current and not older than 24hrs - Translate the all non-English news to English - Allow users to target specific keywords, mentions, or topics and customise feeds to our liking - Provide login access for at least 15 users - Provide users with relevant updates and alerts based on selected feeds - Collect and store links to relevant mentions and/or posts for future reference - Analyze findings with reporting features such as number and frequency of specific posts, impact on company, etc. - Use search categories to build customisable dashboards; receive weekly/monthly quarterly automatic dashboard reports - Provide weekly, monthly and quarterly reports. Monthly and quarterly reports to be submitted on the last day of the month. - Allow for at least 15 search keywords - Service provider to supply media monitoring and tracking demo for SENTECH. - Generate monthly and quarterly reports - Enable SENTECH to view subscriber articles - Integrate newsfeed into SENTECH intranet (rotating continuously or allow scrolling)
----------------------	--

Terms and Conditions	SENTECH reserves the right to • Extend the closing date • Verify any information contained in a response • Request documentary proof • Cancel or withdraw the requirement • To limit communications to only those Service Providers who meets the requirements. • This request will be subject to the General Conditions of Contract issued in accordance with Treasury Regulation 16A published in terms of the Public Finance Management Act, 1999 (Act 1 of 1999). The Special Conditions of Contract are supplementary to that of the General Conditions of Contract. Where, however, the SCC conflict with the GCC, the SCC shall prevail. • The successful Service Provider may only enter into a subcontracting arrangement with the approval of SENTECH. The successful Service Provider may not subcontract more than 30% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level of contributor than the Service Provider concerned, unless the contract is subcontracted to an EME that has the capability and ability to execute the subcontract. • SENTECH reserves the right to request a BBBEE transformation plan with clearly defined timelines and milestones if the recommended Service Provider does not meet SENTECH's transformation goals. These milestones must be achieved over the term of the contract. This transformation plan shall be submitted within 10 working days from the written request, failing which SENTECH reserves the right to withdraw its appointment of the preferred recommended Service Provider. • SENTECH shall have the right, at its sole and exclusive discretion, upon written notice to the Service Provider, to terminate this Agreement, in whole or in part should the SERVICE PROVIDER fail to perform any of its obligations or deliver any deliverable timeously or should SENTECH not be satisfied with the quality of any service/s in terms of this Agreement, to the satisfaction of SENTECH. • SENTECH shall furthermore have the right, as a result of such termination, to appoint a third party to perform the obligations of the Service Provider in terms of the Agreement and the Service Provider indemnifies SENTECH against all costs incurred by SENTECH in appointing such third party to fulfil the obligations of the Service Provider. • SENTECH shall have the right, at its sole and exclusive discretion, to terminate this Agreement, at any time, upon 30 (thirty) days' written notice to the Service Provider. • SENTECH reserves the right to conduct supplier due diligence at any time pre, during and post the contract period. This may include announced or unannounced site visits. • Key resource provided in response should be engage in the project, should there be resource changes the resource levels must be equivalent to the resources in the proposal, with notice and acceptance by SENTECH be understood as special condition of contract.
-----------------------------	---

	• Service Level Agreement will be signed with the successful Service Provider. • SENTECH will renew the contract annually based on satisfactory performance review.
Functionality Criteria	Stage 1 Administrative Evaluation Stage 1 Mandatory evaluation Stage 2 Functional evaluation Stage 3 Reference interview questionnaire if deemed necessary Stage 4 Risk Assessment and site survey if deemed necessary

STAGE 1

Mandatory Eligibility Criteria

The follow in criteria is mandatory and proof of submission must be attached: Failure to attach proof will lead to disqualification.

MANDATORY ELIGIBILITY CRITERIA	Attach evidence and Link, reference page number in your proposal
Submit a commitment letter agreeing to translating all non-English news articles to English before sending to Sentech.	Letter
Commitment letter to enable SENTECH to view subscriber articles in full	Letter

STAGE 2

Functional Evaluation: Must be comprehensive and supported by evidence

Functionality criteria	Weighting factor
Experience in monitoring local, national and international print, online, broadcast and social media news. Service provider to submit company profile indicating the number of years in this field i. 5 years' experience and more → 30 ii. 4 years' experience → 15 iii. 3 and less years' experience → 0	30
Experience in providing analytics on print; broadcast, online and social media in a report format customised for the client (SENTECH). Provide a link to demonstrate the type of analytics the supplier can provide for all four media streams. i. Link included for analytics on print, broadcast, online and social media → 20 ii. 3 links included → 10 iii. 2 and less links included → 0	20
Supplier to provide contactable references with details of media monitoring and tracking services rendered i. 3 or more contactable references → 20 ii. 2 contactable references → 10 iii. 1 contactable reference → 0	20
Supplier to provide 3 examples of monthly and quarterly media monitoring reports done for previous clients i. 3 or more monthly and quarterly media monitoring reports submitted → 20 ii. 2 monthly and quarterly media monitoring reports submitted → 10 iii. 1 monthly and quarterly media report submitted → 0	20
Experience in Project Management	20

Provide the CVs (with contactable references) of the project manager assigned to look after the SENTECH account NB: No CVs, no point allocation NB: No contactable references, no point allocation i. 0 – 2 years → 0 points ii. 3 - 4 years → 10 points iii. 5 or more years → 20 points	
Total	110

Minimum Score to Qualify for Further Evaluation is 70. **Suppliers must score a positive score on each criteria.**

PRICING

Price List

Description	Rate	Month total
	Sub Total	
	Total (Including vat)	