



Independent Communications Authority of South Africa

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REQUEST TO QUOTATION:

TERMS OF REFERENCE FOR THE PROCUREMENT OF A CONSULTANT TO DEVELOP THE ELECTIONS COVERAGE MONITORING METHODOLOGY, SUPPLY DATA CAPTURING SOFTWARE; PROVIDE TRAINING FOR THE ELECTIONS MONITORING TEAM ON THE USE OF SOFTWARE, ENSURE ACCURATE DATA CAPTURING BY THE MONITORING TEAM; ANALYSE ELECTION DATA AND COMPILE THE PRELIMINARY ELECTION STATISTIC COVERAGE REPORT; AND PRESENT THE FINAL ELECTIONS COVERAGE STATISTICS REPORT TO THE ELECTION COMMITTEE

1. Purpose of submission

The objective of this Request for Quotation is to appoint a suitable service provider that can support the Independent Communications Authority of South Africa ("ICASA"), by developing the Elections coverage monitoring methodology, supply data capturing software; provide training for the Elections monitoring team on the use of software, how to process documentation and on data capturing ; ensure accurate data capturing by monitoring team; analyse election data and compile the preliminary Election statistic coverage report; and present the final statistics report to the Elections Council Committee, for a period of five (05) months, on the 80/20 PPPFA, as amended.

2. Background

The role of the Service Provider will be to assist ICASA to develop the Elections coverage monitoring methodology, supply data capturing software; provide training for the Elections monitoring team on the use of software, how to process documentation and data capturing; ensure accurate data capturing by monitoring the team; analyse Elections data and compile the preliminary

election statistic coverage report; and present the final statistics report to the Election Council Committee which will be submitted in terms of section 56-59 of the Electronic Communications Act, 2005 (Act No. 36 of 2005 ("ECA") as amended, over a period of five (05) months.

3. Scope of work /Specifications

The role of the Service Provider/s will be to assist ICASA to:

- 3.1 Develop the Elections coverage monitoring methodology
- 3.2 Supply data capturing software;
- 3.3 Provide training for the elections monitoring team on the use of software, process documentation and how data should be captured and documented;
- 3.4 Ensure accurate data capturing fortnightly quality control reports, containing statistical data on what has been monitored;
- 3.5 On-going management of the process alongside the Elections Council Committee;
- 3.6 Advise the Elections Council Committee on the impact/consequences of the recordings submitted by Broadcasting Licensees during the election period;
- 3.7 Conduct a qualitative and quantitative analysis of data and compile the preliminary statistic election coverage report; and
- 3.8 Present the final statistics report to the Elections Council Committee.

4. Period of assignment

All work is to be carried out in accordance with the time schedule as agreed with ICASA, which is five (05) months (i.e. October 2021 - February 2022)

No.	Item	Date
1.	Commencement of work including initialisation process.	01 October 2021
2.	Develop an elections coverage monitoring methodology	04 - 08 October 2021
3.	Provide training for election monitoring team: 40 Temporary Compliance Officers selected by ICASA	12 - 23 October 2021
4.	Ensure accurate data capturing and quality control and provide ICASA with fortnightly quality control reports, containing statistical data on what has been monitored	October 2021 – January 2022
5.	Qualitative and quantitative data analysis and submission of statistics elections coverage preliminary report	No later than 30 April 2022
6.	Submit and present the final statistics report to the Committee	By no later than 31 May 2022

5. Performance measures

The performance measures for the delivery of the project will be closely monitored by ICASA Elections Council Committee in line with clause 3, above.

6. Special conditions

The Curriculum Vitae of the staff who will be available for the duration of the work; NOTE: Failure to submit the CV's will invalidate bid proposal. The structure of the bidding party that will perform the job together with accompanying CV's and pricing for every position in that structure is required.

- 6.1 The bid proposals should be submitted with all required information containing detailed technical information, as well as price information and structure (NB: ICASA Entity Maintenance form included in the bid documents must be completed and returned with the bid proposals).
- 6.2 Only bidders with a cut-off score of at least (60 points) for the technical information will be preferred. The cut-off score should not be too high or too low to compromise the outcome of the service/goods.
- 6.3 ICASA reserves the right to invite short listed suppliers/companies to present their bid proposals for final decision.
- 6.4 ICASA reserves the right not to award the bid to the lowest bidder and may award the bid to the bidder representing the best value for money.

7. Broad-Based Black Economic Empowerment (BBBEE) status level certificates

- 7.1 Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids, to substantiate their B-BBEE rating claims.
- 7.2 Bidders who do not submit B-BBEE Status Level Verification Certificates or are non-compliant contributors to B-BBEE do not qualify for preference points for BBBEE but should not be disqualified from the bidding process. They will score points out of 80 for price only and zero (0) points out of 20 for B-BBEE.

8. Pre-qualification criteria

Bidders will be evaluated for functionality to determine bid responsiveness. Only bidders who meet the cut-off score of 60 points out of 100 points for functionality will be considered for price evaluation

(Phase 3). All bid proposals submitted will be evaluated in accordance with the 80/20 principle and the evaluation criteria.

No	Category	Weight
A.	Price	80
B.	BBBEE Status Level Contribution	20
	TOTAL	100
C.	Functionality: Pre-qualification criteria	
	Methodology Provide data capturing software and detailed design methodology to be used to monitor elections coverage. (e.g., including but not limited the approach/process to be used) 5 = software, detailed design methodology including approach and process submitted 3 = software and design methodology submitted but no process indicated 1 = no software submitted	50
	Service Provider's Experience in monitoring coverage of Elections Demonstrate a minimum 3 years' experience and, expertise and specialisation in elections monitoring 5 = CV/s demonstrating 5 years or more experience, specialisation, in elections monitoring 3 = CV/s demonstrating 3 – 4 years' experience and specialisation in elections monitoring 1 = CV/s demonstrating 1 – 2 years' experience and specialisation in elections monitoring	40
	Reference letters demonstrating prior similar work Provide signed reference letters for which similar assignments were undertaken during the past ten (10) years. This shall include the following information: a) Client name; b) Contact name and telephone number; c) Successful completion date of the project; and d) Detailed description of services delivered., 5 = 3 or more references are provided 3 = 2 references 3 references are provided 1 = 1 reference is provided	10

	TOTAL FOR FUNCTIONAL PRE-QUALIFICATION CRITERIA	100
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9. Bidder presentations (If Applicable)
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Shortlisted bidders may be required to do presentation of their services.