



17 November 2020

APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR PROVISION OF MEDIA MONITORING SERVICES FOR A PERIOD OF 24 MONTHS.

RFQ	RFQ/MICT/72/2020
RFQ ISSUE DATE	17 NOVEMBER 2020
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR PROVISION OF MEDIA MONITORING SERVICES FOR A PERIOD OF 24 MONTHS.
CLOSING DATE & TIME	23 NOVEMBER 2020 @ 11:00
EMAIL FOR SUBMISSIONS	rfqs@mict.org.za

Submissions must be emailed to rfqs@mict.org.za on the closing date of this RFQ.

The MICT SETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED TECHNICAL SPECIFICATION

APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER FOR PROVISION OF MEDIA MONITORING SERVICES FOR A PERIOD OF 24 MONTHS.

1. BACKGROUND

The Media, Information and Communication Technologies Sector Education and Training Authority, the “MICT SETA”, was established in terms of the Skills Development Act, 1998 (Act No. 97 of 1998). Is responsible for skills development for its respective sub-sectors. The MICT sector is made up of five sub-sectors that are interconnected but also quite distinct and identifiable. These are Advertising, Film and Electronic Media, Electronics, Information Technology and Telecommunications.

The MICT SETA seeks to appoint a reputable service provider to provide a media monitoring and analysis service across online news, social media, print, broadcast, blogs, message boards, reviews, forums and podcasts.

The aim is to:

- Get first-hand insight on daily media mentions and coverage of the MICT SETA and related words, individuals, and specific sub-sector information to minimise risks of our brand reputation.
- Stay up-to-date on the latest news by spanning national, local, and trade media, to capture media trends and monitor online conversations.
- Gain access to up to date contacts of relevant journalists and track the SETA’s PR efforts.
- Gain an understanding on how the MICT SETA brand is being perceived.
- Provide access to PR and news wires services for mainstream, online and sector titles.
- Improve customer support and engage industry influencers.
- Monitor Competitor (other SETA) coverage
- Provide reporting mechanism and analytics

2. SCOPE OF WORK

The appointed service provider will be expected to provide the following services:

Service	Platforms	Action	Access
Media Monitoring (Media Intelligence and Social Analytics)	Online news, social media (Facebook, twitter, Instagram, YouTube, LinkedIn, Tumblr, Reddit), print, broadcast (tv & radio), blogs, reviews, message	<ul style="list-style-type: none">• Provide daily alerts• Provide monthly reports and analysis.• Instant, real - time tracking of mentions/coverage, related words, individuals, and specific sub-sector information.	<ul style="list-style-type: none">• Daily alerts and monthly reports must be accessible to 5x MICT SETA employees.

	boards, forums, and podcasts		
Journalists Database Social Influencers News wires	Online, Print, Broadcast	<ul style="list-style-type: none"> • Provide access to up to date database of Journalist. • Provide a functionality to syndicate our media releases to relevant media with an analysis of click through rates, including the length of time each person spent reading our releases 	<ul style="list-style-type: none"> • Database must be accessible to 5x MICT SETA officials.
Reporting	All	<ul style="list-style-type: none"> • PR Insights reports • AVE Analysis • Social Insights reports • Audience Insight reports 	<ul style="list-style-type: none"> • Monthly, Quarterly and year on year reports distributed to the MICT SETA

3. PRE-QUALIFICATION CRITERIA

- 3.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**)
- 3.2 Bidder must submit proof and must be an EME or QSE **only (level 1 or level 2 BBBEE contributor)** status will be considered (**no generic companies will be considered**)
- 3.3 Bidder must complete and sign the RFQ document by the authorised company representative
- 3.4 Standard Bidding Documents (SBDs 4, 6,8 & 9)
- 3.5 Minimum of two (2) reference letters for similar services.

Note: All bidders who do not comply with the items listed above will be disqualified.

4. COSTING

The quotation must reflect a detailed cost breakdown for period of 24 months.

5. ADJUDICATION USING A POINT SYSTEM

- 5.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder
- 5.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 5.3 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 5.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality
- 5.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

6 POINTS AWARDED FOR PRICE

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

$$Ps = 80 \{1 - \frac{(Pt - P \text{ min})}{P \text{ min}}\}$$

Where:

- Ps = Points scored for comparative price of bid under Consideration
- Pt = Comparative price of bid under consideration
- Pmin = Comparative price of lowest acceptable bid

7. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:

B-BBEE Status Level of contributor	Number of points 80/20 system
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 7.1 Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information, constitutes a criminal offence.
- 7.2 Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.

- 7.3** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 7.4** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 7.5** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 7.6** A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intend sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 7.7** A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

8 COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of MICT- SETA in respect of a RFQ, between the closing date and the date of the award of the business.

9 CONDITIONS TO BE OBSERVED WHEN RFQING

The Corporation does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. The Corporation reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed.

Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

MICT SETA reserves the right to:

- 9.1** Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 9.2** Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 9.3** Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.

- 9.4 Award a contract to one or more bidder(s).
- 9.5 Accept any RFQ in part or full at its own discretion.
- 9.6 Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 9.7 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

10 COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the MICT SETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Preference Points Claim Form (SBD 6.1), Declaration of Interest (SBD 4),
- Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Certificate of Independent Bid Determination (SBD 9)
- GCC