



**GOVERNANCE
Communications Unit**

7th Floor, Rennie House,
41 Margaret Mncadi Avenue, Durban, 4001
PO Box 5588, Durban, 4000
Tel: 031 311 4827, Fax 031 332 8051
www.durban.gov.za

**ETHEKWINI MUNICIPALITY
Request for Quotations**

Date: 19/02/2018

ENQUIRY NUMBER: 2017-18/082

PROVISION OF MEDIA MONITORING SERVICES

The EThekweni Municipality's Communication Unit invites eligible and accredited service providers to submit written quotations for the provision of media monitoring and media analysis services for a period of six months.

Specification

- Tracking of South African print media
- Tracking of South African electronic media
- Tracking of social media

Deliverables

- Daily reports with analysis
- Monthly customised insight and analysis reports

Method of delivery

- Website delivery – daily
- Emailing daily alerts to a nominated list of users and when new coverage has been loaded onto the system.
- SMS Alerts to four designated recipients.

Special requirements

- A profile of the company indicating experience in media monitoring field.
- Information on infrastructure (software, personnel, location, etc.) and any other information deemed to be relevant to this bid.
- Samples of recent, similar work carried out by the tenderer should be provided.

The submission must include the following:

- I. Valid Tax Clearance certificate
- II. BBBEE certificate
- III. Declaration of Municipal Fees
- IV. Declaration of Interest (MBD 4)
- V. Certificate of Independent Bid (MBD 9)

For the purpose of adjudication, Communications Unit will give consideration to the responsive bidders.

Responsive tenders will be evaluated utilising the 80/20 system, where a maximum of 80 points will be awarded for tendered price and functionality, and a maximum of 20 will be awarded for procurement empowerment points.

Quantities may increase or decrease.

Suppliers have to be registered via National Treasury's Centralised Supplier Database (CSD) on www.csd.gov.za. Failing to register on the National Treasury's database will result in your business being non-compliant with the legislation and

as a consequence will not be permitted to transact with eThekweni Municipality.

After successfully registering on the CSD, suppliers are to ensure that they are also registered on the eThekweni Vendor Portal on www.ethekwinivendor.durban.gov.za.

After the submission of quotations, shortlisted candidates will be contacted via telephone. If you have not been contacted, consider your application as unsuccessful.

Sealed quotations, marked “**ENQUIRY NUMBER: 2017-18/082, PROVISION OF MEDIA MONITORING SERVICES**” must be placed in the quotation box located in the Reception Area, 7th Floor; Rennie's House; 41 Margaret Mncadi Avenue Street; Durban (not any other Municipal Department) by no later than **16h00 on Monday, 26 February 2018.**

Enquiries:

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(Vote Allocation: Comms)