



**GCIS MONITORING OF NATIONAL AND INTERNATIONAL E-EDITIONS  
OF PRINT MEDIA  
TERMS OF REFERENCE  
RFQ 015 2014 2015**

**1. BACKGROUND**

The Government Communication and Information System (GCIS) mission is to provide professional services, set and influence adherence to standards for an effective Government communication system. In addition, to drive coherent Government messaging, proactively communicate with the public about Government policies, plans and programmes and achievements.

In order to fulfil its mission, GCIS needs to be at the forefront of monitoring media content on the country. This project focuses on monitoring of, and access to national and international e-editions of print media.

GCIS requires the services of a company to provide services as specified for this project, and effectively demonstrate capacity and competency to deliver. Bidders must indicate in detail which approaches and methodologies they will apply to enable GCIS to access and monitor national and international e-editions of print media.

GCIS monitors national and international print, broadcast and online media content relating to South Africa, in particular the policies, plans and programmes of Government on a daily basis. This forms the backbone for the production of extensive media monitoring reports, which are compiled on a daily, weekly, monthly and/or ad-hoc basis.

The reports keep stakeholders informed about issues covered by national and international media that affect South Africa, inform proactive and reactive communication and are used to monitor the impact of Government communication on the media environment.

This service must provide GCIS with the ability and capacity to access and monitor national and international e-editions of print media.

Bidders must have the competency, capacity and capability to provide a service that will meet the expectations of GCIS and be responsive to the dynamic, fast-moving and rapidly changing media environment.

**2. OBJECTIVES OF THE PROJECT**

This project will enable GCIS to effectively and comprehensively access and monitor e-editions of national and international print media content on South Africa, in particular the plans, programmes and policies of Government.

### 3. REQUIREMENTS FOR MONITORING OF NATIONAL AND INTERNATIONAL E-EDITIONS OF PRINT MEDIA

The service must be in line with national and international best practice and must:

- Provide unlimited access to, monitoring and retrieval of national and international e-editions of print media. This includes English and Non-English language media;
- Provide unlimited access to archived national and international e-editions of print, media. Bidders have to supply detailed information on the period covered by archived material;
- Provide customised content management solution software that will enable GCIS to process e-editions of print media;
- Comply with, and adhere to copyright requirements; and
- Include operational support.

The service must also include PressReader functionality for a **maximum of ten users** to enable GCIS to access a selected number of national and/or international media titles via iPad and desktops.

Bidders must also make available a comprehensive list of national and international e-editions of print media to which GCIS will have access.

It is essential that the proposals submitted respond to requirements listed above.

#### 3.1 Deliverables on national and international e-editions of print media content

- Daily (365 days a year), 24 hours a day availability and access to national and international e-editions of print media immediately when the content becomes available on the platform.

### 4. EXPERIENCE

The service provider needs to have proven experience in providing access to national and international e-editions of print media.

In addition to the information requested, bidders must supply:

- Detailed information on experience in providing a service of this nature. Provide examples of services currently or previously rendered in this regard. This must be supported by a comprehensive client list.
- References and contact information of at least three clients for whom similar services have been rendered in the last 12 months.
- Details of a dedicated team or person/s that will manage the project.

The above information must be provided with the bid.

## 5. PERIOD OF CONTRACT

The contract is for a period of two years. The successful service provider will be appointed for one year, and this contract will be renewable for the second year based on satisfactory performance.

## 6. PRICING

The price breakdown must include the following:

- Access to national and international e-editions of print media content;
- Access to and use of the PressReader functionality for a **maximum of ten users**; and
- Access to customised content management solution software that will enable GCIS to process e-editions of print media.

The price breakdown must further indicate:

- The total monthly cost for the project; and
- A budget, breaking down the total costs for year one and year two.

All quotes must be VAT inclusive and bidding companies must provide an indication of how they will manage the billing process and ensure that invoices are submitted timeously.

GCIS reserves the right to downscale or upscale the required services should the need arise.

## 7. EVALUATION PROCESS

### 10.1 Evaluation criteria

Bids submitted that comply with the requirements and delivered on the specified time will be evaluated according to the following criteria:

Functionality	Weight	Value	Total
<ul style="list-style-type: none"> <li>• Capacity to provide unlimited access to, monitoring and retrieval of national and international e-editions of print media in line with the terms of reference. (Section 3)</li> </ul>	20		
<ul style="list-style-type: none"> <li>• Daily (365 days a year), 24 hours a day availability and access to national and international e-editions of print media immediately when the content becomes available on the platform.</li> </ul>	20		
<ul style="list-style-type: none"> <li>• Experience of the service provider including three contactable references where similar projects were undertaken.</li> </ul>	10		
<ul style="list-style-type: none"> <li>• The provision of customised content</li> </ul>	35		

management solution software that will enable GCIS to process the e-editions of print media			
<ul style="list-style-type: none"> <li>Compliance with and adherence to copyright requirements.</li> </ul>	15		
<b>TOTAL</b>	<b>100</b>		

## 11. EVALUATION PROCEDURE

The proposal will be evaluated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and Regulations (December 2011) on the basis of functionality and the 80/20 preference points system. A bidder that scores 60% or more for functionality will be shortlisted for presentations to the evaluation panel if necessary.

GCIS will assess the functionality of each proposal taking into account the following criteria:

FUNCTIONALITY	WEIGHT	VALUE
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**Values: 1 = Poor; 2 = Average; 3 = Acceptable; 4 = Very good; 5 = Excellent**

The percentage for functionality will be calculated as follows:

$$\frac{A}{B} \times 100$$

Where :

A = total score of the bidder

B = maximum score, i.e. 500

## 12. DISCLAIMER

GCIS reserves the right to not award the bid should a suitable bidder not be identified. GCIS reserves the right to award the bid in part.

## 13. PREFERENTIAL PROCUREMENT EVALUATION POINTS

Companies wishing to claim points in terms of preferential procurement should complete the SBD 6.1 and note below the breakdown of the points that will be awarded.

AREAS OF EVALUATION	POINTS
Price	80
BBBEE Level of Contribution	20
<b>TOTAL</b>	<b>100</b>

## 14. TERMINATION OF CONTRACT

The successful company's bid documents will form a binding contract between the company and GCIS (subject to amendments negotiated between GCIS and the service provider).

Please note the bid documents include the document: Government Procurement: General Conditions of Contract (GCC).

GCIS reserves the right to terminate the contract if the agreed and negotiated terms are not adhered to.

**15. SUBMISSION OF PROPOSALS**

Proposals should be submitted before or on **22 July 2014**. Late submission will not be considered.

**Postal address:**

The Head: Supply Chain Management  
GCIS  
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**Physical address:**

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**16. FOR TECHNICAL ENQUIRIES**

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**17. FOR BIDDING PROCEDURE ENQUIRIES**

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Specifications Approved/Not Approved

**TASNEEM CARRIM**  
**CHIEF DIRECTOR: POLICY & RESEARCH**  
**DATE:**