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| BID REFERENCE NO | RFQ0002388 |
| DESCRIPTION | Appointment of a Service Provider for Media Monitoring Services for a period of 12 Months. |
| PUBLICATION DATE | 17 August 2022 |
| CLOSING DATE AND TIME | 31 August 2022 @ 16:00 |
| BID VALIDITY PERIOD | 90 DAYS FROM CLOSING DATE |
| EMAIL OF BID RESPONSES | <p>SANAC TRUST (ATTENTION: PROCUREMENT OFFICER):</p> <p>Beullah@sanac.org.za</p> <p>Copy:</p> <p>Mbali@sanac.org.za</p> <p>Nelson@sanac.org.za</p> <p>simangaliso@sanac.org.za</p> <p>Physical address:</p> <p>333 GROSVENOR STREET; BLOCK E; 2ND FLOOR HATFIELD GARDENS HATFIELD 0028</p> |



Terms of Reference

Media Monitoring – South African National AIDS Council (SANAC)

1. About SANAC

The South African National AIDS Council (SANAC) is a voluntary association of institutions established by the national cabinet of the South African Government to build consensus across government, civil society and all other stakeholders to drive an enhanced country response to HIV, TB and STIs.

The main objectives of the Council are to:

- Foster dialogue between government, civil society and all other stakeholders and to oversee the country's response to HIV, TB and STIs;
- Advise government on HIV and AIDS, TB and STI policy and strategy and related matters;
- Strengthen the governance, leadership and management of the response to HIV, TB and STIs at national, provincial, district and local levels;
- Strengthen the multi-sectoral response to HIV, TB and STIs as a contribution to the overall social and economic development of South Africa, including but not limited to policy review, programme management and co-ordination, technical assistance and capacity building and sectoral support;
- Mobilise resources domestically and internationally to finance the response to HIV, TB and STIs, including but not limited to estimating expenditure and resource needs, fund-raising from domestic and international institutions, including Treasury, donor co-ordination and investigating new sources of funding for the multi-sectoral response and the 5-year National Strategic Plan on HIV, TB and STIs (NSP);
- Ensure the monitoring of progress against the targets set in the NSP and ensure mid and end of term evaluations for the prevailing NSP;
- Create and strengthen partnerships for an expanded national response in South Africa to HIV, TB and STI among government agencies, non-governmental organisations (NGOs), donors of funds, agencies of the United Nations, the South African private sector and people living with HIV, TB and STIs.

2. Purpose of the service

To provide an efficient and innovative media monitoring service to the South African National AIDS Council (SANAC).



2.1 Objectives:

To track all forms of media using unlimited number of keywords but with a specific focus on the following mentions:

- HIV (Human Immunodeficiency Virus)
- TB (Tuberculosis)
- STIs (sexually transmitted infections)
- SANAC (South African National AIDS Council)

3. Scope of work

Media monitoring & analysis platform:

- Global Online Editorial Media Source Base
- Global Social Media Source Base (*Facebook, Twitter, Instagram, YouTube, Review Sites, Blogs, Forums, Comment Sections*)
- South African Print Tracking
- South African Broadcast Tracking
- 24/7 Access for Users to cloud-based platform
- 24/7 Access for Users to Mobile App
- Daily email alerts
- Unlimited keyword tracking
- Real-time results delivered twice a day (mid-morning AND afternoon)
- Unlimited training and consultation through account management team
- Provide a consolidated Media Analysis Report every 3 months (quarterly) OR as and when required to do so in compelling circumstances

4. Duration of Work

One (01) year, from 01 September 2022 to 31 August 2023

5. Profile of the supplier (Experience & Competencies)

- Proven track record in media monitoring
- Offer innovative media monitoring solutions, such as a mobile app
- Well-resourced to deliver media alerts, twice a day and no later than 24hrs

6. Contact Person/s at SANAC for enquiries:

Communications Officer: Simangaliso Motsepe
Email: simangaliso@sanac.org.za / 012 748 1025

Communications Manager: Nelson Dlamini
Email: nelson@sanac.org.za / 012 748 1016



1. Mode of Application

- Interested applicants must submit the following.
 - a. A brief Concept Note and or Proposal
 - b. Quotation/ costing budget for the entire project,
 - c. Curriculum Vitae (CV's) detailing previous related experience
 - d. Three (3) Reference letter for the work done in the previous 5 years
 - e. Tax Compliance pin
 - f. CSD Summary report with Compliant tax pin accompanied by BEE Certificate/ sworn affidavit
 - g. Company registration document and directors Certified ID
 - h. completed and signed SBD Documents

Applications should be sent to: The Procurement Officer: Ms Beullah Mthombeni,
email address beullah@sanac.org.za

Closing date for the application is Wednesday, 31 August 2022.