



INFORMATION REGULATOR (SOUTH AFRICA)

*Ensuring protection of your personal information
and effective access to information*

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001 7160

BRANCH: INFORMATION REGULATOR: GAUTENG

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SUPPLY CHAIN MANAGEMENT SPECIFICATION

Name of Directorate	Information Regulator
Contact Number	010 023 5263/5200
Date of Specification	21 AUGUST 2025
Closing date	27 AUGUST 2025
Venue for delivery of goods /Services	Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191
RFQ Number	RFQ 032-2025/26
Contact E-mail	SCM@infoeregulator.org.za
Contact Person	Kerryn Mashaba / Phindulo Maphangula

REQUEST TO APPOINT A SERVICE PROVIDER FOR THE PROVISION OF MEDIA MONITORING & ANALYSIS SERVICES FOR A 12 MONTH / 1 YEAR CONTRACT 2025/26 FINANCIAL YEAR.

The Service Provider is to provide the Information Regulator with a daily media monitoring service. This includes monitoring of newspapers (including national, regional and community newspapers), magazines, journals, online news sites, radio (including national, commercial and community radio stations) and television (including community, DSTV, free to air and national broadcaster) coverage on the issues relating to the work of the Organisation, its Members & Spokespeople and the Regulatory space.

Specification to be supplied	Duration	Description
Media Coverage	12 months	Media coverage is to be made available to the Regulator's media monitoring officials as soon as it becomes available. This should be done daily via an appropriate portal, website or delivery system that allows for audio- and audio-visual clips and print clippings of a usable quality resolution, to be accessed by the Regulator's officials at any time;


Alerts to the Information Regulator		<ul style="list-style-type: none"> - Alerts to be sent to the Regulator, via an Email notification, news clippings on Information Regulator related issues from all national, regional and community newspapers by 7am or within reasonable time
Provide news clippings		<ul style="list-style-type: none"> - Provide news clippings on environment-related matters from industry magazines, as well as other relevant magazines and journals, through an Email notification by 7am or within a reasonable time.
Provide clippings of all adverts and advertorials (excluding tenders and vacancies)		<ul style="list-style-type: none"> - Provide clippings of all adverts (excluding tenders and vacancies) that bear the Regulator's logo and or its initiatives in the Regulations space as published in the print media (newspapers and magazines)
Provide radio and television news broadcast synopses		Provide radio and television news broadcast synopses related to the Regulator and the Regulatory space, via an Email notification from all radio and television stations in South Africa, as mentioned above, by 7am or reasonable time and as an when it is broadcasted
Provide downloadable clips of broadcast (radio and television) news coverage		Provide downloadable clips of broadcast (radio and television) news coverage as and when required by the Regulator. The clips must be of a usable quality and must be available immediately online, via a web portal, Dropbox or an appropriate agreed-upon system which allows the media unit to directly access the clip
Newspaper, magazine and journal clippings		Newspaper, magazine and journal clippings must be of a high and legible quality. In addition, articles must be made available in PDF, JPEG, image and text formats
Alert the Regulator of immediately of critical, urgent and breaking news stories relevant to the organization		<ul style="list-style-type: none"> - Alert the organisation immediately to critical, urgent and breaking news stories relevant to the Regulator. The alerts must be provided via SMS and Email to a core group
Provide a media monitoring service throughout the week,		Provide a media monitoring service throughout the week, including after hours, weekends and public holidays.
Provide a consolidated pack of media coverage		Provide a consolidated pack of media coverage based on not more than 6 events / ad hoc events for the duration of the contract
Quarterly review meetings	4 Review meetings	Quarterly review meetings at a venue or online platform to be agreed between the Regulator and the service provider to present and provide the Quarterly Media Monitoring & Analysis Report
Provide quarterly Media Monitoring & Analysis Report	4 Media Monitoring and Analysis reports	<ul style="list-style-type: none"> - Provide a comprehensive quarterly media monitoring and analysis report for relevant officials covering but not limited to the below aspects: - Summary of Report - Share of voice by media platform - Media type breakdown and volume of coverage per month - Average Rand value per month of coverage

		<ul style="list-style-type: none"> - Positive, negative and neutral coverage stats - Top media platform coverage sources - Top broadcast platforms stats and tone - Top print platforms - Top online platforms - Top topics - Stats and Tonality of top media platforms - Top journalists covering the Regulator (include stats and tone) - Recommendations
Monitor the media coverage guided by the following keywords stipulated in the next column		<ul style="list-style-type: none"> - Monitor the media coverage guided by the following keywords stipulated below. However, these keywords are not limited to and may change. Therefore, the appointed service provider must not be restricted to these keywords, as they serve only as a guide: - Information Regulator South Africa - POPIA /Protection of Personal of Information Act - PAIA/ Promotion of Access to Information Act - Pansy Tlakula - Allison Tilley - Nomzamo Zondi - Data Breach South Africa - Data Leak South Africa - Data Privacy South Africa - Data Protection South Africa - Security Compromise South Africa - Mfana Gwala - Mukelani Dimba - Collen Weapond - Lebogang Stroom
Business/Corporate subscription	1 Year	<ul style="list-style-type: none"> - Times Live - News24 - Business Day

Quotation(s) must be accompanied by the following documents where applicable:

1. Valid copy of Tax Compliance Status Pin.
2. Original certified B-BBEE Certificate/ Affidavit.
3. Most recent CSD registration report.
4. Quotations must be valid for two (2) months.
5. Delivery Period
6. Bids not in compliance with the above-mentioned and received after the closing date of the request for quotation will **NOT** be considered.

SPECIFICATION SIGNED OFF BY:

Initials and Surname:	MR M. DIMBA
 <small>DocuSigned by:</small>	<i>Executive: Education and Communication</i>
	Date: 04-Jun-2025 11:40 SAST