



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDER/S TO PROVIDE MEDIA CLIPPINGS SERVICES IN THE NATIONAL DEPARTMENT OF PUBLIC WORKS

1. PURPOSE

The Department of Public Works (DPW) invites proposals from suitably qualified service providers or organizations to provide an expert Media Clippings services in the National Department of Public Works.

2. BACKGROUND

Media Monitoring is a news service/tool used by Communications and Marketing Directorate to monitor analyses and evaluate what the media is reporting regarding the Department. The media clippings are provided for in the form of Print and Broadcast formats on a daily basis and covers National, Regional and Community media. This entails that all the newspapers, magazines, radio stations, television and internet reports/articles reporting on Public Works and any of its related programmes should be provided to the Communications and Marketing Directorate for analysis on behalf of the Department.

It is an essential service which the Ministry through Communications and Marketing Directorate needs to address certain reporting/information regarding the Department. The Department requires Communications and Marketing Directorate to monitor the media on a daily basis, hence the importance of this service for our Directorate. It provides a platform which enables the Department to be alert and responsive to matters relating to Public Works be it negative or positive.

3. SCOPE OF WORK

3.1. PRINT MEDIA MONITORING

1. A daily analysis of all print media coverage will be produced on request by the Department.
2. The supplier will provide clippings based on our request in terms of key words etc.
3. The media clippings will be placed in a chronological order.

3.2. BROADCAST/ ON LINE MONITORING

1. The supplier will monitor radio and television broadcasts and create a synopsis relevant to the requirements of the Department (Key words etc.).
2. All the broadcast clippings/synopsis will be sent at regular intervals electronically.
3. It is also expected that the supplier be able to provide any copy, whether video or audio of any broadcast or extract to be made.
4. The supplier should be able to procure and furnish the Department with such copies on request.

3. TRACKING

The supplier must be able to track and provide past material at the Department's request.

N.B: A monthly analysis of the Department's coverage must be provided to the Department by the supplier.

4. COMMENCEMENT OF SERVICE

It is expected that the project should commence as soon as possible from date of appointment. The project will last for a period of two years and the service provider should at all-time provide an effective service adhering to timeframes and accuracy.

N.B: A monthly analysis of the Department's coverage must be provided to the Department by the supplier.

5. PERFORMANCE MEASURES

The service provider shall prepare and submit a proposal statement outlining, among others, the details of the deliverables and the costing, which shall be at own cost.

6. CONFIDENTIALITY

6.1. All information generated, communication produced, and data acquired, and any other material produced under the auspices of this project remains the intellectual property of the Department.

6.2. The service provider will be bound by the same clause of confidentiality and code of ethics as applicable to officials of the public service.

7. REPORTING

The service provider shall submit media analysis reports to the Department on a monthly basis as outlined in the project plan and as may be required from time to time by a duly authorized representative of the Department.

8. MONITORING PROGRESS ON THE PROJECT

Chief Directorate: Communications and Marketing of Public Works will be responsible for regular and ongoing management of the contract with the Service Provider.

9. CONDITIONS OF SERVICE

The service should include:

9.1 A list of references with contact details.

9.2 Provision to meet with and/or brief Department from time to time.

10. COSTING

10.1 It is expected that a comprehensive budget be provided, outlining the following:

10.2 Detailed costing showing items and categories;

10.3 The calculation of rates charged and/or a breakdown of amounts against all the envisaged consulting time; and

10.4 Inclusive of value-added tax for services to be rendered / products to be developed.

11 SPECIFIC COMPETENCY AND EXPERIENCE REQUIRED FROM THE SERVICE PROVIDER

Track Record:	<ul style="list-style-type: none"> - Record/ profile of previous work done.(sample and letter of appointment from clients/contracts/orders) - Quality assurance systems that ensure compliance with stated requirements. - Performance record in similar projects. - Companies/ institution for which work was done.
Experience:	<p>Strength of the proposal, indicating the following:</p> <ul style="list-style-type: none"> - Demonstrated experience in the in similar projects. - Understanding and adhering to the terms of reference on the scope of the assignment and deliverables, sufficient resources and tools to undertake the assignment.

12. THE DEPARTMENT HAS IDENTIFIED KEY WORDS WHICH THE SUPPLIER MUST ADHERE TO WHEN PROVIDING THE SERVICE.

Current Minister Mr Thembelani (Thulas) Nxesi
 Mr Geoff Doidge (Former Minister)
 Ms Gwen Mahlangu- Nkabinde (Former Minister)
 Ms Hendrietta Bogopane –Zulu (Former Deputy Minister)
 Ms Thoko Didiza (Former Minister)
 Mr Siviwe Dongwana (Director General)
 Mr Sabelo Mali (Minister’s Spokesperson/Ministerial Liaison Officer)
 Mr Sam Vukela
 Mr Mandla Mabuza
 Department of Public Works (DPW)/ Openbare Werke
 Expanded Public Works Programme (EPWP)
 Mr Lucky Mochalibane (Departmental Spokesperson)
 Mr Thamsanqa (Thami) Mchunu (Media Relations Director/Spokesperson)
 Mr Stanley Henderson (Deputy Director General: EPWP)
 Ms Thembi Nwedamutsu (CEO IDT)

Mpoti Ralephata (Acting CBE CEO)
Portia Tau Sekapi Chairperson (Chairperson CBE)
Mr Joe Odhiambo (Agre'ment South Africa)
Jon Lewis (Minister's Advisor)
Butcher Matutle (Chief Operating Officer)
Independent Development Trust (IDT)
Construction Industry Development Board (CIDB)
Agre'ment South Africa (AgreSA)
Council for Build Environment (CBE)
Mfezeko Gwazube (Chief Operating Officer CBE)
Mandisa Fatyela- Lindie (Acting Director General)
Nyeleti Makhubele (Public Works Regional Manager in Pretoria)
Cathy Motsisi (Former Chief Financial Officer)
Vusi Mashiane (Director: Projects)