

RFQ 13/2/2026/mediamonitoring

SPECIFICATIONS

The Academy of Science of South Africa requires an all-inclusive media monitoring service to fulfill in the monitoring and evaluation needs of the Academy.

ASSAf requires to appoint a service provider for a period of 3 years commencing 1 March 2026 to 29 February 2029 to provide Media Monitoring Services.

Media monitoring is required for print, broadcast, TV and online coverage of the Academy's activities as reported in a wide variety of media.

The service should be an interactive, web-based delivery platform that gives access to media coverage, with conversion to Advertising Value Equivalency (AVE) and Reach as well as other relevant statistics and infographics.

Statistics should be easily accessible and should allow sharing with clients, colleagues or stakeholders.

Note: The quotation must show monthly as well the total of three years.
Indicate any increases within the three years.
Quotations must include all taxes

Deadline for Quotes: **23 February 2026**

All technical queries may be directed to communications@assaf.org.za

Submissions to be directed to scm@assaf.org.za

EVALUATION CRITERIA

The evaluation criteria will be based on Tax compliance, specifications and pricing.

SUPPORTING DOCUMENTATION

- A quotation for the service. Costs should include VAT, and quotations must reflect a cost breakdown where applicable.
- A service provider should comply with the specifications.
A valid Tax Compliance Status Pin and signed SBD forms should accompany the quotation.
- Copy of a valid enterprise registration.
- Copy of the latest CSD Report.

PLEASE NOTE:

- Quotations must be emailed to SCM at the email address, scm@assaf.org.za.
- Quotations should be valid for at least 30 days.
- Quotations must reflect a cost breakdown where applicable, prices quoted must be inclusive of VAT. In case of a Non-Vat Vendor please indicate so.
- ASSAf has the right to withdraw any bid invitation at any time within the validity period.
- ASSAf will not award the contract to any bidder who does not comply with the terms and conditions of the bidding document and will at its own discretion appoint next qualifying supplier.
- ASSAf has the right to withdraw any quotation at any time within the validity of the quotation.