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Pretoria

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0001

<b>REQUEST FOR QUOTATION (RFQ) NUMBER:</b>	<b>RFQ/08/2026-2027</b> (Please use this number as reference when sending quotations and supporting documentation)
<b>DESCRIPTION</b>	The National Research Foundation- South African Agency for Science and Technology Advancement (NRF-SAASTA) wishes to appoint a suitable public relations/media relations service provider to negotiate/influence media across South Africa for National Science Month 2026.
<b>RFQ ISSUED DATE</b>	<b>25 May 2026</b>
<b>RFQ VALIDITY PERIOD</b>	30 days from the closing date.
<b>CLOSING DATE</b>	<b>05 June 2026</b>
<b>CLOSING TIME</b>	<b>11:00 AM</b>
<b>EXPECTED DATE SERVICES IS REQUIRED</b>	<b>June 2026 – July 2026</b>
<b>MANDATORY REQUIREMENTS</b> <i>NB: Bidders who do not submit all the required mandatory documents will be considered non-compliant and will not proceed to the next stage of the evaluation.</i>	Please refer to page 10 of the RFQ document below.
<b>NON-COMPULSORY BRIEFING SESSION.</b> <i>Please note that bidders who did not attend the non-compulsory briefing/session will still be considered and are welcome to submit their quotations.</i>	<b>Thursday 28 May 2026 (online) Microsoft teams:</b> <b>Join:</b> <a href="https://teams.microsoft.com/meet/346747293706063?p=kW39PeArx0zWIWKivX">https://teams.microsoft.com/meet/346747293706063?p=kW39PeArx0zWIWKivX</a> <b>Meeting ID:</b> 346 747 293 706 063 <b>Passcode:</b> 7JE75EN2 <b>Time:</b> 10:00
<b>DELIVERY ADDRESS OF GOODS/SERVICES</b>	SAASTA, 211 Nana Sita Street, Pretoria CBD

<b>RFQ RESPONSES MUST BE EMAILED TO:</b>	All quotations should be emailed to <a href="mailto:quotes2@saasta.nrf.ac.za">quotes2@saasta.nrf.ac.za</a> . Failure to follow these instructions will result in your quote not being considered.
<b>ENQUIRIES REGARDING THIS RFQ SHOULD BE SUBMITTED VIA E-MAIL TO</b>	Enquires can be directed at this e-mail address <a href="mailto:S.suke@saasta.nrf.ac.za">S.suke@saasta.nrf.ac.za</a> , you may contact Silence Suke on 012 392 9380

**Important Notes to this RFQ:**

- **Service providers/suppliers should ensure that RFQ responses are emailed to the correct email address, ([quotes2@saasta.nrf.ac.za](mailto:quotes2@saasta.nrf.ac.za))**
- **If the quotation is late, it shall not be accepted for consideration.**
- **The NRF-SAASTA reception is generally accessible 8 hours a day (07h45 to 16h00); 5 days a week (Monday to Friday) for delivery of goods.**
- **Supplier to complete and sign all Annexures to this document (Standard Bidding Documents and Mandatary Requirements);**
- **Supplier must provide a copy of the valid Tax Clearance Certificate or CSD no (MAAA.....)**
- **Supplier must provide an Original certified SANAS accredited BBBEE Certificate or Sworn Affidavit;**

**Prohibition of Gifts & Hospitality:**

“Except for the specific goods or service procured by the NRF-SAASTA, service providers/suppliers are required not to offer any gift, hospitality or other benefit to any NRF-SAASTA official. To avoid doubt, branded marketing material is considered to be a gift.

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# Annex A : TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)

**SERVICE PROVIDER/SUPPLIER:** .....  
**REGISTRATION NUMBER:** .....  
**CSD REGISTRATION NUMBER:** .....  
**ADDRESS:** .....  
**CONTACT PERSON:** .....  
**TEL:** .....

1. NRF|SAASTA’s standard conditions of purchase shall apply.
2. Late submissions will not be accepted.
3. The recommended service provider will be required to complete and sign all Standard Bidding Documents (SBDs) and Annexures. Please duly complete and sign the **SBD 1, 4, SBD 6.1** forms respectively
4. All service providers/suppliers must adhere to the General Conditions of Contract as prescribed by National Treasury.
5. Any service provider/supplier who has reasons to believe that the RFQ specification is based on a specific brand must inform the NRF-SAASTA before the RFQ closing date and time.
6. It is the responsibility of the service provider/supplier to ensure that the NRF|SAASTA is in possession of the valid Tax Clearance Certificate (TCC). The onus is on the service provider/supplier to ensure that the NRF-SAASTA receives a valid TCC as soon as the validity of the said certificate expires.
7. No goods or services shall be delivered before the issuing of an official authorised NRF-SAASTA Award Letter or Purchase Order (PO) signed by the authorised NRF-SAASTA official. The NRF-SAASTA reserves the right not to make payment or accept the goods or services should the goods or services be delivered to the NRF-SAASTA before the NRF-SAASTA Award Letter or PO is issued. (An official authorised NRF-SAASTA PO should have the Supply Chain Management (SCM): Manager signature or such other official duly authorised in terms of the NRF-SAASTA’s Delegations of Authority and Approval Framework), Description of the item, Quantity of items purchased, Date of delivery of the item, Total amount of the items purchased inclusive of Vat where applicable.
8. This RFQ will be evaluated based on the 80/20 preference point system applicable to bids with a Rand value of R2 000 up to a rand value of R1 000 000 000. 00. (all applicable taxes included).
9. Please note that RFQ responses should be sent to email address mentioned on the cover page of the RFQ document, failure to do so, it shall not be accepted for consideration.
10. Service providers/suppliers are required to be registered on the Central Supplier Database (CSD).
11. After 14 days of closing date of Request For Quotation (RFQ) without receiving a signed purchase order by a properly delegated official, please consider your Quotation unsuccessful.
12. Append/Submit your correct banking details on your quotation and should be in the correct payee name as per CSD verification.
13. Banking details on the invoice must correspond with those verified on CSD
14. **By responding to this RFQ you agree to all terms and conditions of the Government Procurement: General Conditions of contract, July 2010. You can log on [www.saasta.ac.za/procurement/openbids](http://www.saasta.ac.za/procurement/openbids) to access this document.**

\*1 Which is referred to as tenders in the PPPFA and Preferential Procurement Regulations, 2022 include advertised competitive bids, written price quotations or proposal.

\*2 It should be noted that written price quotation / RFQ bidding method is applicable to written price quotations up to the rand value of less than R 1 000 000. 00. (Vat inclusive).

I, the undersigned (NAME).....certify that :

I have read and understood the conditions of this RFQ;

I have supplied the required information and the information submitted as part of this RFQ is true and correct.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Capacity:** \_\_\_\_\_

<https://www.saasta.ac.za/procurement/guidelines/>

<https://www.nrf.ac.za/sites/default/files/documents/General%20Conditions%20of%20Contract.pdf>

**1. BACKGROUND TO THE NATIONAL RESEARCH FOUNDATION|SOUTH AFRICAN AGENCY FOR SCIENCE AND TECHNOLOGY ADVANCEMENT**

The South African Agency for Science and Technology Advancement (SAASTA) is a business unit of the National Research Foundation (NRF) tasked with coordinating public awareness, appreciation and engagement in Science, Technology and Innovation (STI) across South Africa to foster a scientifically literate nation.

**2. BACKGROUND OF THE PROJECT**

As part of its coordination role in science engagement, the National Research Foundation - South African Agency for Science and Technology Advancement (NRF-SAASTA) is integral in the coordination of the premier science engagement platform for the South African public, namely National Science Month (NSM).

NSM is a month-long platform where the public and various stakeholders in the national science system, citizens, government and industry collaborate on events and activities to bring STI closer to the people. NSM as an engagement platform grew out of the legacy of National Science Week, which has been successfully led by the Department of Science, Technology and Innovation (DSTI) and coordinated by NRF-SAASTA since 2000.

In order to amplify the Call to Action for the public and stakeholders to participate in NSM 2026, NRF-SAASTA wants to involve mainstream and community media in all nine provinces of South Africa in NSM, in the language favoured by audiences of the specific media outlet.

The participation of national, regional, provincial and community media in NSM 2026 would ensure that the general public and other target publics may be adequately reached with the key messaging and information related to STI.

NRF-SAASTA therefore wishes to appoint a suitable public relations service provider to negotiate, influence and secure participation by the media in order for the public to engage with science, technology and innovation information during NSM in July 2026. The intention is to achieve participation by media across all the nine provinces, in languages that people are familiar with.

The National Science Month is part of the broad programme of government intended to build a society that is knowledgeable about science, is science literate, and capable of forming independent opinions on science issues. The participation in the NSM includes every citizen and institution in the country. For more information on how the media can become involved in NSM 2026: [NSM Implementation Framework final](#)

The participation by members of the public, including the media, is not prescriptive and depends on what individuals and media institutions are able to do. However, the intention is to stimulate the media's interest to focus on science, technology and innovation issues during the science month so that South Africans are able to reflect on how science, technology and innovation are so much part of their lives and continue to shape people's future.

### 3. DETAILED SPECIFICATION

The following services are needed from the successful public relations/media relations company:

- Negotiating/Influencing the Media:** The media outlets and individual journalists, including show hosts, should be encouraged/influenced to bring a science flavour to their shows in the period leading up to, and during National Science Month in July 2026. There are many ways to achieve this, such as the show host taking up relevant questions with the public and conducting interviews with experts; as well as individuals and organisations that could tell the public about how science, technology and innovation impacted them and transformed their communities or clients. In the event that the media outlet struggles to find appropriate experts to engage with on a particular science, technology and innovation issue, the NRF-SAASTA can be contacted to provide assistance.
- Monitoring and Reporting:** Once media outlets have been brought on board, tracking the performance of the science engagements they conduct, and submitting a report by the end of August 2026, showcasing the Return on Investment based on the Advertising Value Equivalent (or similar metrics depending on the platform/channel used during the science engagement).

ITEM	BRIEF DESCRIPTION OF ITEM(S)/SERVICE(S) REQUIRED	UNIT OF MEASURE	QUANTITY OF ITEM(S)
1.	<b>Identification of Media (Media Mapping)</b>  Based on the National Science Month Framework and a project kick-off briefing from NRF-SAASTA representatives, identify media outlets that may be influenced to align with science month, and their specific media products (example: radio shows, television shows, news beats or columns, podcasts, etc)	Each	1
2.	<b>Media Outlet Influencing Report</b>  Produce and submit a comprehensive report of commitments made by the recommended media outlets to influence, for review by NRF-SAASTA. The report should also reflect the proposed media product (as per examples listed in 1. above), the footprint, reach and languages of the proposed media outlets. A national media footprint is required, across the diverse languages spoken in South Africa.	Each	1
3.	<b>Negotiating / Influencing</b>  Based on the reviewed list of media to influence, negotiate with media who have an interest in science, technology and innovation topics to participate in National Science Month 2026. Onboard 20 media outlets with an interest in participating in National Science Month.	Each	1
4.	<b>Value for Money</b>  Track the coverage of the engaged media against the schedule and submit a post Campaign Analysis Report that reflects the Return on Investment based on the Advertising Value Equivalent (AVE), reach and engagement, for delivery to NRF-SAASTA before the end of August 2026	Each	1

ITEM	BRIEF DESCRIPTION OF ITEM(S)/SERVICE(S) REQUIRED	UNIT OF MEASURE	QUANTITY OF ITEM(S)
5.	<p><b>Meetings</b></p> <p>1 x kick-off meeting between the appointed service provider's account manager and the assigned NRF-SAASTA official/s to agree on the implementation plan, its timelines and reporting mechanisms and 9 weekly online feedback meeting between the appointed service provider's account manager and the assigned NRF-SAASTA official/s regarding progress with the implementation of the campaign.</p>	Per meetings	10

## **Annex D : EVALUATION CRITERIA**

The evaluation criteria will be based on the following requirements:

### **Stage 1: Mandatory requirements**

DESCRIPTION	TECHNICAL BID EVALUATION CRITERIA
<p><b>Previous Experience of the Company in Public Relations / Media Influencing</b></p>	<p>Minimum three (3) years of experience in delivering public relations and/or media influencing campaigns nationally.</p> <p><b>The bidder must provide at least three (3) signed and dated, contactable reference letters or testimonials</b> from clients for whom public relations and/or media influencing services have been rendered within the past five (5) years (refer to Company capacity: Experience in 6. above):</p> <p><b>NB:</b> References must be from different clients or entities which will be used to determine the criteria. Bidders who referee themselves will not be accepted</p>
<p><b>Previous Experience of the Company Staff to deliver</b></p>	<p>The project team members must each have a minimum of 3 years of demonstrable experience in the functional areas listed below. <b>Provide at least one CV for each functional area</b> (refer to Company capacity: Staffing in 7. above):</p> <ul style="list-style-type: none"> <li>○ Account Manager x1</li> <li>○ PR Strategist x1</li> <li>○ Media Specialist x1</li> </ul> <p><b>NB:</b> CVs submitted must contain a mixture of all three above functional areas</p>
<p><b>Proven experience of the Company to create Value for Money</b></p>	<p>Track the media coverage of the engaged media against the schedule and submit a post Campaign Analysis Report that reflects the Return on Investment based on the Advertising Value Equivalent (AVE), reach and engagement, for delivery to NRF-SAASTA before the end of August 2026.</p> <p><b>Provide at least three (3) examples of monitoring and analysis reports</b> conducted for previous clients to demonstrate the ability to monitor and report return on investment (refer to Value for Money in 4. above)</p> <p><b>NB:</b> Example reports must be from different clients or entities.</p>
<p><b>Project Plan to demonstrate the envisaged implementation of the project</b></p>	<p>Capacity to deliver on media influencing within tight project timelines.</p> <p>Bidder must demonstrate that the work will be able to be conducted by the set delivery date listed (June – July 2026)</p> <p><b>Provide a detailed project implementation plan indicating the methodology to be used and a timeline.</b></p>

**Stage 2:** Evaluation for Price and NRF-SAASTA specific goals based on the 80/20 PPPFA principle.

**Evaluation: Price and NRF-SAASTA specific goals:**

This RFQ will be evaluated based on the 80/20 preference point system applicable to bids with a rand value of up to R1 000 000. 00. (All applicable taxes included).

## **Annex E : COST BREAK DOWN**

1. The service provider/supplier is required to provide a full cost breakdown for each item required on an official company letterhead;
2. The service provider/supplier is required to list all additional costs associated with the services listed above, with the conditions of when such costs will apply;
3. All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rand (ZAR);
4. No price changes will be accepted after official Purchase Order (PO) is issued.

**NB: Price calculation Guide to be aligned to the quotation**

No	Description	Unit of Measure	Quantity	Unit Price	Total VAT inclusive
1.	Identification of Media (Media Mapping)	Each	1		
2.	Media Outlet Influencing Report	Each	1		
3.	Negotiating / Influencing	Each	1		
4.	Value for Money	Each	1		
5.	Meeting Sessions	Per meeting	10		
6.	Identification of Media (Media Mapping)	Each	1		
<b>Total VAT inclusive</b>					

## **Annex F :**

## **STANDARD BIDDING DOCUMENTS**

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[SCM-Bid documents SBD 1](#)

[SCM-Bid documents SBD 4](#)

[SBD 6.1 in terms of PPR 2022](#)