
APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE DATA CAPTURING AND MONITORING SOFTWARE AND SUPPORT SERVICES FOR THE MONITORING OF 2026 MUNICIPAL ELECTIONS BROADCAST ON AN 80/20 PPPFA 2000, PREFERENTIAL PROCUREMENT REGULATION, 2022.

1. Purpose

- 1.1. The purpose of this submission is to appoint a consultant to provide the following services:
- data capturing and monitoring of the Elections' coverage methodology.
 - data capturing software.
 - training for the elections monitoring team on the use of data-capturing software.
 - process documentation and data capturing.
 - accurate data verification process.
 - submission of an analysis of the Elections data and compile the preliminary elections statistical coverage report.
 - the submission of the final statistical report to the Elections Council Committee.

2. Background

- 2.1 The Elections coverage process will be conducted in terms of sections 56, 57, 58 and 59 of the Electronic Communications Act, 2005 (Act No. 36 of 2005 ("ECA"), as amended.
- 2.2 The Service Provider must provide a qualitative and quantitative analysis of data and compile the preliminary and final statistical elections coverage report to the Authority.

3. Scope of work /Specifications

The Service Provider will assist ICASA to:

- 3.1 provide the Elections coverage monitoring methodology.
- 3.2 supply data capturing software.
- 3.3 provide training to at least six (6) data capturers for the elections monitoring team on the use of data capturing software.
- 3.4 process documentation and data capturing.
- 3.5 ensure accurate data capturing by the monitoring team on a bi-weekly basis.
- 3.6 compile quality control reports, containing statistical data on what has been monitored.
- 3.7 analyse Elections data.
- 3.8 compile the preliminary elections statistical coverage report.
- 3.9 advise the Elections Council Committee on the impact/consequences of the recordings submitted by Broadcasting Licensees during the elections period.
- 3.10 Provide on-going management of the process alongside the Elections Council Committee.
- 3.11 present the final statistical report to the Elections Council Committee.

4. Period of assignment

- 4.1 All work is to be carried out in accordance with the time schedule as agreed with ICASA, which is nine (09) months.

5. Briefing Session

- 5.1 There will be a virtual non-compulsory briefing session. This session is aimed at providing more clarity to the bidders with regards to the bid requirements.

6. Bid Advertisement and Bid Evaluation

- 6.1. The bid will be advertised for a minimum of 21 calendar days on the e-Tender Portal and ICASA’s website. The bid will be evaluated on an 80/20 procurement principle.
- 6.2. Bidders will be evaluated on:
- 6.2.1. Screening for compliance checks.
 - 6.2.2. Functionality.
 - 6.2.3. Price and preferential points.
- 6.3. Only bidders who meet the cut-off score of 80 points out of 100 points for Functionality will be considered further for price evaluation and specific goals. All bid proposals submitted will be evaluated per the 80/20 procurement principle prescribed by National Treasury Regulations.
- 6.4. Bids will be evaluated for functionality in line with the criteria as set out in the table 1 below.

Table 1 – Criteria for selection of service provider

A	Functionality: Pre-qualification criteria (cut-off score 80)	
	<p>Detailed Methodology</p> <p>05 =Service provider's ability to provide:</p> <ul style="list-style-type: none"> - detailed design methodology including approach, outlined. - data capturing and monitoring software and support services for monitoring election broadcasts, outlined. - training for the data capturers for elections monitoring team on the use of software outlined. - process documentation and data capturing. - an outlined accurate data verification process. - an analysis of the elections data and compile the preliminary elections statistical coverage report. - the final statistical report to the Elections Council Committee. 	80

	01 = Did not meet all the requirements.	
B.	Reference letters demonstrating prior similar work done	
	<p>Provide contactable reference letters with the referee's letterhead for which election monitoring assignments were undertaken during the past fifteen (15) years.</p> <p>This shall include the following information:</p> <p>a) Client name. b) Contact name and telephone number. c) Successful completion date of the project. d) Detailed description of services delivered.</p> <p>5 = 3 or more references are provided. 3 = 2 references are provided. 1 = 1 reference is provided.</p>	20
	TOTAL FOR FUNCTIONALITY PRE-QUALIFICATION CRITERIA	100

7. Price Evaluation

7.1 Only bidders who pass the functionality evaluation will be further evaluated for Price and specific goals.