



Request for Quotation (RFQ) - Media Monitoring and media database

1. Purpose of this document

The Gauteng Film Commission (GFC) is seeking a media monitoring service provider to track its footprint across print, online, and broadcast media output. The commission aims to enhance its understanding of its media presence and audience reach through comprehensive monitoring and analysis. This initiative will enable the GFC to tailor its communication strategies effectively and maximise its impact in the media landscape.

The GFC is an NPC entity within the Gauteng Provincial Government under the leadership of the Department of Sport, Arts, Culture and Recreation mandated with the development, promotion and coordination of the film and television production industry in Gauteng. In addition, the GFC is responsible for positioning the province as a world-class destination for filmmaking as well as attracting local and international investments in the film and television industry.

2. Scope of Service

Please provide us with a detailed quotation that includes the following information:

- Print media monitoring
- Broadcast monitoring
- Online monitoring
- Social media monitoring
- Publications/media database (contact list)



- Monthly and quarterly PR reports

Additional Requirements:

- The quotations must be for the period of **1 April 2024- 31 March 2025**.
- Quotations to stipulate both **monthly** and **overall costs** for the above indicated period.

2.1 Additional Services:

- Any additional services offered by the company
- Pricing for each additional service (if applicable)

2.2 Terms and Conditions:

- Cancellation policy
- Payment terms
- Any other relevant terms and conditions

3 Submission Requirements:

- A detailed quotation outlining your proposed fees and any other related expenses.
- Tax clearance certificate accompanied by a pin for further verification.
- Certified BBBEE certificate
- CSD Registration number
- Completed **SBD 4,8,9 and 6.1** forms (attached forms to be completed)
- Please submit your quotation and all relevant documents by no later than **(27 MAY 2024) at 12:00pm** via email to ibanathim@gautengfilm.org.za, cc tholoanem@gautengfilm.org.za
- Specialized inquiries should be directed to Ms Nano Mothibi at nanom@gautengfilm.org.za

4 Selection Criteria:

The selection of the service provider will be based on the scoring criteria below:

Only written inquiries will be attended to

	Percentage	Comments
BBBEE	10	Maximum
Specific Groups	10	
Woman	2	
Youth	2	
Township Economy	1	
People With Disability	1	
Ownership	4	51%andabovePDIfull4points,the
Total	20	one scoring less than 50% either 1 or 2

BBBEE Contributor Level of Contractor	
BBBEE Contributor Level	Points
1	10
2	9
3	8
4	7
5	6
6	5
7	4
8	3
Non-compliant contributor (9)	0

We look forward to receiving your comprehensive quotation and further discussing this opportunity with you. If you have any questions or require additional information, please do not hesitate to contact us at 011 833 0409 or ibanathim@gautengfilm.org.za