

APPOINTMENT OF A SERVICE PROVIDER TO ESTABLISH AN INTERNET-BASED RADIO STATION FOR THE DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION (DIRCO), PRODUCTION OF THE RADIO PROGRAMMING FOR A PERIOD OF ONE YEAR

1. PURPOSE:

The Department of International Relations and Cooperation (DIRCO) requires a service provider that will establish a 24-hour internet-based radio station, produce and present the radio programming as well as providing radio skills to DIRCO radio team.

2. BACKGROUND

DIRCO's Public Diplomacy Branch is tasked with the communication of South Africa's foreign policy positions to both domestic and foreign audiences. The successful bidder will upon appointment be required to work with DIRCO's Public Diplomacy Branch in the development, production and streaming of the radio programming on the internet.

The streaming of the radio programming will be done using DIRCO's radio studios situated at its Head Office in Pretoria.

The bidder should have proper radio production facilities (that should be linked to DIRCO's radio studios), skilled radio producers and presenters as well as technical and administrative support for an internet-based radio station.

DIRCO will serve as a main source of content in the development and production of the radio programming.

N.B: The established internet radio station will be fully owned and controlled by DIRCO.

DIRCO will be responsible for providing programming and editorial guidelines for the internet-based radio station.

3. SPECIFICATIONS

The proposal for the establishment and development of the radio programming for the internet-based radio station should cover the following areas:

1. Proposed radio programming philosophy for a 24-hour radio station (format and all other requirements for production and presentation of the radio programming);
2. Technical requirements for setting up and producing radio programming for the internet-based radio station (taking into consideration that DIRCO has radio studios at its Head Office in Pretoria). The bidder will be required to link their production facilities with DIRCO studios;
3. Proposed working relationships between DIRCO's Public Diplomacy Branch and the bidder in the development and production of the radio programming;
4. Methodology for transferring skills to DIRCO radio team on radio programming, production, operations, and maintenance of the internet-based radio station

Each bidder will be required to provide a proposal which outlines the expenses of setting up and maintaining an internet-based radio station, as well as the costs for the development, production and presentation of the radio programming for a period of one year. These expenses should be broken down into once-off costs and recurring costs.

4. EVALUATION METHODOLOGY

All the bids received will be evaluated in the following phases:

4.1 Phase 1: Responsive Criteria

The minimum requirements that must be satisfied/met by prospective bidders in order to pass to the next stage of the evaluation process are:

- 4.1.1 Valid Tax Clearance Certificate submitted with bid documents;
- 4.1.2 Complete all Standard Bid Documents (SBD). Kindly note that the BBBEE certificate must be attached, otherwise the bidder will not receive BBBEE points;
- 4.1.3 Attendance at a compulsory briefing session; and
- 4.1.4 All proposals should include the proposed resources with their qualifications and experience.

4.2 Phase 2: Functionality Criteria

A panel will evaluate all tenders received on the functionality criteria as reflected. A bidder that scores less than sixty-five (65%) in respect of “functionality” will be regarded as submitting a non-responsive bid and will be disqualified.

For purpose of comparison and in order to ensure a meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria.

Criteria	Weight
Radio programming philosophy of a 24-hour radio station (format, and all other requirements for production and presentation of the radio programming)	
1. Programming format	3
2. Programming ideas	8
3. Programming schedule	5
4. Production of programmes	4
Technical proposal for an internet-based radio station (setting up, operations and maintenance of an internet-based radio station)	
1. Proposed infrastructure	5
2. Internet Radio operations	10
3. Maintenance and Support	5
Methodology of transferring skills to DIRCO radio team (radio programming, production, operations and maintenance of an internet-based radio station)	
1. Project Plan	8
2. Training Methodology	7
3. Training Modules	
• Programming	3
• Production	3
• Studio operations	3
• Internet radio operation	3
• Internet radio maintenance	3

Knowledge and experience	
Experienced radio production and presentation staff provided by the bidder	
1. Skilled in training for radio production	5
2. Profile of proposed presenters	5
Project experience on establishing and maintaining an internet-based radio station	
1. Previous projects	3
2. Success of the projects	5
3. Contactable reference	2
TOTAL	90

4.3 Phase 3: Site Inspection

A panel will conduct a site inspection to evaluate the bidder's production facilities.

Criteria	Weight
Bidder's production studio and equipment	
1. Studio equipment	5
2. Acoustics/ treatment of the studio	5
TOTAL	10

Values: 1=Poor; 2=Fair, 3=Good, 4=Very Good, 5=Excellent

5. Points awarded for B-BBEE Status Level of Contribution

In terms of Regulation 5 (2) AND 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant contributor	0

Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.

Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.

6. GENERAL CONDITIONS

- 6.1 The General Conditions of Contract will be applicable to this bid;
- 6.2 DIRCO reserves the right to sign a service level agreement with the preferred bidder to supplement the General Conditions of Contract.
- 6.4 DIRCO will not be held responsible for any costs incurred by the bidders in the preparation and submission of proposal
- 6.5 Please take note that DIRCO is not obliged to select any of the bidders submitting proposals.
- 6.6 Evaluation on functionality criteria can only be done on the basis of information which was asked for. The comprehensiveness of the proposal can therefore be decisive in the awarding thereof.
- 6.6 The successful bidder will be subjected to the vetting process prior to commencement of the contract
- 6.7 It is compulsory for prospective service provider to attend a briefing session on the 2012, at O.R.Tambo Building at 460 Soutpansberg Road, Rietondale, Pretoria

7. FEES AND PAYMENT SCHEDULE

- 7.1 Fees must be quoted in South African currency
- 7.2 All prices quoted must include VAT
- 7.3 Bidders should take note that DIRCO will effect payment within 30 days after the receipt of invoice after the service has been rendered.

9. CONTACT PERSONS AND SUBMISSIONS

All enquiries can be directed to Supply Chain Management as per fax,
012 - 329 1267

Enquiries pertaining to the completion of tender documents can be directed to
the Bid Office, tel. 012 301 8538/ 8537/8594/8674

Prospective service providers should submit their bonded proposals in a sealed
envelope with the details of the specific tender on the outside of the envelope to:

Per hand

Tender Box: O.R. Tambo Building
460 Soutpansberg Street
Rietondale
Department of International Relations and Cooperation
Pretoria
0001

OR

Post

Department of International Relations and Cooperation
Private Bag X 152
Pretoria
0001

Submissions should be posted to be received or hand delivered to the mentioned
addresses on or before 11:00 on the _____/_____/2012.

Prospective service providers/suppliers are encouraged to submit their proposals
before the closing time and date, as late submissions will not be accepted.

E-Mailed or faxed submissions shall not be accepted.

**A compulsory briefing session will be held at Department of
International Relation, 460 Soutspanberg Road, Queenwood, Pretoria
on _____/_____/2012 from 10:00 interested
bidders are invited to attend.**

Non compliance with any of the above conditions will result in your bid being
disqualified