

REFERENCE NUMBER: ECSA/RFP07/2025

ENGINEERING COUNCIL OF SOUTH AFRICA		 ECSA ENGINEERING COUNCIL OF SOUTH AFRICA
REQUEST FOR PROPOSALS (RFP) FOR THE APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO DELIVER COMPREHENSIVE MEDIA MONITORING, ANALYSIS, BENCHMARKING AND REPUTATION ANALYSIS, SERVICES FOR THE ENGINEERING COUNCIL OF SOUTH AFRICA FOR 3 YEARS		
UNIQUE IDENTIFIER: RFP/07/2026	Date: 01 October 2026	

Date advertised	01 October 2026
Closing date	Date: 21 October 2026 Time: 23H59
Important Information	Mandatory Tender Submission via PURCO SA website: https://purcosa.co.za

(PRIVATE & CONFIDENTIAL)

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1. INVITATION TO TENDER

Request for proposals (RFP) for the appointment of a suitably qualified service provider to deliver comprehensive media monitoring and analysis, reputation analysis as well as benchmarking services for the Engineering Council of South Africa for 3 years.

2. BACKGROUND

The Engineering Council of South Africa ("ECSA") is a statutory body established by section 2 of the Engineering Profession Act, Act 46 of 2000 (EPA). ECSA's primary role is the regulation of the engineering profession in terms of the EPA. Its core functions are the accreditation of engineering programs, registration of persons as professionals in specified categories, maintenance of registration through Continuing Professional Development (CPD) and the regulation of the conduct of registered persons.

2.1 OUR MANDATE

ECSA operates within the ambit of the Built Environment Profession. ECSA is, therefore, a creature of statute, with its mandate anchored in the EPA. ECSA has a myriad of mandates embedded in the Act, which enables ECSA to, inter alia:

- i. Decide on any applications for registration by applicants;
- ii. Determine and impose fees and charges, including registration fees, application fees, annual fees and appeal fees;
- iii. Conduct accreditation visits to educational institutions and to grant, refuse and withdraw accreditations;
- iv. Establish mechanisms and minimum standards for registration.

CLOSING DATE AND TIME FOR ELECTRONIC SUBMISSION OF TENDER DOCUMENTS:

The closing date and time for electronic submissions for **ECSA/RFP07/2026** is **Wednesday, 21 October 2026, at 23:59:00 (before midnight)**.

IMPORTANT NOTE:

- No late submissions or physical delivery of documents will be accepted.
- No submissions handed in at any other venue will be accepted.
- No submissions transmitted by telegram, telex, facsimile or similar apparatus will be accepted.
- Bidders are to press the **FINAL SUBMISSION BUTTON**
- No **DRAFT SUBMISSION** will be accepted; only final submissions will be accepted as per the below

ONLY ELECTRONIC SUBMISSIONS VIA THE PURCOSA ONLINE TENDER PLATFORM WILL BE ACCEPTED.

NB. *Shortlisted bidders may be subjected to a diligent vetting process.*

2.2 HOW TO SUBMIT YOUR TENDER DOCUMENTS:

- To submit your tender, login to the purcosa.co.za website using the username and password of the person who purchased the tender document.

- Then go to purcosa.co.za/my-tenders to view your purchased tenders. Click on the 'Submit bid' link to submit your tender documents.
- You can also reach this page via the 'My purchased tenders' link on your Bidder Hub or in the dropdown menu under your username.
- For detailed information on how to prepare and upload your tender files, view the Online Tender Submissions Guide at purcosa.co.za/online-tender-submissions-guide. The Guide includes information about tender security and integrity.
- We strongly recommend that you:
 - Open and review the tender submission page before the deadline day so that you fully understand what is required.
 - Submit your tender files early to avoid last minute problems and to allow yourself the opportunity to resubmit if you experience any issues. This is particularly important if your tender files are large and you are on a slow connection.

Tender documents shall only be submitted electronically via the PURCO SA Online Tender Platform. **DO NOT submit via Google Drive.**

3. TENDER VALIDITY PERIOD

The validity period applicable to submitted bids must be at least **one hundred and twenty days (120)** from the closing date of this bid. The bid shall remain valid for acceptance by ECSA for the above period, during which the Bidder may not weaken or diminish the tenor of the offer. Before the bid closing date, ECSA is entitled to amend any bid condition, validity period, specification, or to extend the closing date of the bid. All bidders, to whom the bid documents have been issued, will be advised in writing of any amendment or extensions, promptly.

4. PROSPECTIVE BIDDER COMMUNICATIONS

During the bid open period, communications between bidders and ECSA/PURCO SA will only be in writing. All communication, correspondence, documentation, manuals, applications, presentations, demonstrations etc., must be in English.

All questions concerning the bid must refer to the bid page number, section and paragraph. All questions and correspondence must only be directed at the authorised Representatives listed below:

5. AUTHORISED REPRESENTATIVES CONTACT DETAILS

Queries relating to this RFP must be addressed to Ms. Fisokuhle Dlamini at fisokuhle.dlamini@purcosa.co.za and copied to Ms. Nthabiseng Somoro, nthabiseng@ecsa.co.za. Post purchase of the bid document, all enquiries regarding RFP No: **ECSA/RFP07/2026** must be posted by bidders on the PURCO SA website at www.purcosa.co.za. Responses to queries will also be posted on the website by PURCO SA for consumption by all bidders. No other form of correspondence will be accepted during the bid process.

6. PURCO SA

6.1 MONTHLY SALES REPORT

The supplier shall submit a written report on each individual purchase order received from the Member to PURCO SA by the 10th working day of each month of the contract period. The total sales, meaning total invoice value relating to the supply of goods and service including any ad hoc supply of goods and/ or services or otherwise (whether contracted or non-contracted) supplied to the Member for the month, shall be recorded in the monthly sales report. Any under-reporting (variance) of spend between the suppliers' monthly report and the Members' monthly report for the supply of goods within the scope of this Agreement shall be used for the purposes of invoicing the service fee.

6.2 SERVICE FEE

The supplier hereby agrees to provide for a 2% service fee calculated on the total value of each invoice issued by the supplier for or otherwise relating to supply of goods and/ or performance of the services to the Member (including any/all additional/ ad hoc goods supplied or services rendered), payable to PURCO SA on submission of the relevant invoice from the supplier to the Member.

In the event that the supplier is requested to supply any goods or services to the Member related in any way to this contract, it is deemed that such services will be regarded as ad-hoc and/or additional services to the contract. Therefore, the supplier is liable to pay the service fee.

The PURCO SA Membership may procure through this agreement or in their individual capacity in accordance with their respective procurement policies, e.g., procuring through this contract directly and/or procuring through an RFP or an RFQ using the appointed panel of the supplier under this contract. The Supplier agrees to report and pay the service fee on all goods and services supplied to the PURCO SA Membership, irrespective of the appointment either by the Member or by PURCO SA.

The suppliers are required to send a copy of the monthly invoice, statement and spend report, where applicable, to both PURCO SA and the Member. PURCO SA shall thereafter invoice and collect the service fee from the supplier based on the total invoice value, which is payable to PURCO SA within 30 days of the date of the statement. Failure to pay the service fee will be in breach of this agreement and may result in the termination of this agreement.

The supplier will be liable for interest on all overdue accounts exceeding 30 days at a rate of 2% per month.

6.3 RIGHT TO OFFSET

The supplier acknowledges and agrees to provide consent to the Membership to withhold and offset any outstanding amounts owed under this agreement.

In the event that the supplier fails to fulfil its payment obligations to PURCO SA under this agreement and incurs an outstanding balance, the Membership reserves the right to offset any such amounts owed by the supplier against any outstanding amounts that the Membership owes to the supplier under this agreement or any other related agreements. The supplier hereby consents to such offset and acknowledges that the Membership may withhold and apply the owed amounts towards the

outstanding balance without further notice or consent. The offset shall be carried out in a reasonable and fair manner, and any remaining balance, if applicable, shall continue to be owed by the supplier.

Bidders are required to be in good financial standing, meaning they must not have any negative credit listings. In addition, bidders must be in good legal standing, with no current or pending legal actions or disputes involving PURCO SA or any of its Members. Furthermore, in the event of any dispute or differing interpretation between the Bid Document, the Letter of Award, and the Lease Agreement, the Bid Document shall take precedence over all other documents.

7. PURPOSE OF THE BID

The appointed service provider shall provide integrated monitoring and analysis across traditional media, digital platforms, social media, online publications, search platforms, and stakeholder conversations to:

- Monitor and assess ECSA's reputation and visibility.
- Identify emerging issues, opportunities, and risks.
- Inform communication, marketing, media relations, and stakeholder engagement strategies.
- Benchmark ECSA against regulatory bodies, voluntary associations (VAs), and relevant industry organisations.
- Track spokesperson performance and thought leadership impact.
- Provide data-driven recommendations for communication and engagement initiatives.

8. CONDITIONS OF BID

8.1 LIABILITY

The successful bidder shall be liable to ECSA for any direct damages and/or losses incurred by ECSA due to its failure to fulfil its obligations in the manner required by the contract signed by the parties.

The successful bidder shall further be liable to ECSA for all indirect and consequential or special damages and/or losses suffered by ECSA as a result of gross negligence, willful misconduct, a breach of confidentiality provisions stipulated in the signed contract between the parties, breach of applicable laws, infringement of a third party's intellectual property rights, or a criminal act committed by the prospective bidder or any employees of the prospective bidder.

8.2 PROSPECTIVE BIDDER'S OWN TERMS AND CONDITIONS OR BID QUALIFICATIONS

This document contains the terms and conditions of this bid and prospective bidders must not modify or qualify the specifications or submit their own terms and conditions. ECSA reserves the right to disqualify a bid which seeks to modify or depart from the specified conditions.

8.3 PREPARATION COSTS

The prospective bidder will bear all its costs in preparing, submitting and presenting any response to this bid and all other costs incurred by it throughout the bid process. Furthermore, no statement in this bid will be construed as placing ECSA, its employees or agents under any obligation

whatsoever, including in respect of costs, expenses or losses incurred by the prospective bidders in the preparation of their response to this bid.

8.4 INDEMNITY

If a prospective bidder breaches the conditions of this bid and, as a result of that breach, ECSA incurs costs or damages (including, without limitation, the cost of any investigations, procedural impairment, repetition of all or part of the bid process and/or enforcement of intellectual property rights or confidentiality obligations), then the prospective bidder indemnifies and holds ECSA harmless from any and all such costs which ECSA may incur and for any damages or losses ECSA may suffer.

8.5 LIMITATION OF LIABILITY

A prospective bidder participates in this bid process entirely at its own risk and cost. ECSA shall not be liable to compensate a prospective bidder on any grounds whatsoever for any costs incurred or any damage suffered because of the prospective bidder's participation in this bid process.

8.6 TAX COMPLIANCE

No bid shall be awarded to a prospective bidder whose tax affairs are not in order. ECSA reserves the right to withdraw an award made, or cancel a contract concluded with a successful bidder in the event that it is established that such a bidder was in fact not a tax compliant at the time of the award. Furthermore, ECSA reserves the right to cancel a contract with a successful bidder in the event that such a bidder does not remain tax compliant for the full term of the contract.

8.7 CONFIDENTIALITY

Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, no information contained in or relating to this bid or a bidder's submission will be disclosed by any bidder or other person not officially involved with ECSA's examination and evaluation of a tender/ bid.

Throughout this bid process and thereafter, prospective bidders must secure ECSA's written approval prior to the release of any information that pertains to (i) the potential work or activities to which this bid relates; or (ii) the process which follows this bid. Failure to adhere to this requirement may result in disqualification from the bid process and civil action.

No confidential information relating to the process of evaluating or adjudicating tenders or appointing a prospective bidder will be disclosed to a prospective bidder or any other person not officially involved with such process.

8.8 INTELLECTUAL PROPERTY

ECSA retains ownership of all Intellectual Property rights in the bid documents that form part of this RFP. Prospective bidders will retain the Intellectual Property rights in their bid responses, but grant ECSA the right to make copies of, alter, modify or adapt their responses, or to do anything which in its sole discretion is necessary to do for reasons relating to the RFP process.

8.9 TERMS & CONDITIONS OF THE TENDER

- 8.9.1 ECSA reserves the right without furnishing any reasons whatsoever, to cancel, withdraw or re-advertise, or to appoint or not to appoint a prospective bidder.
- 8.9.2 ECSA may request clarification or further information regarding any aspect of the prospective bidder. The prospective bidder must provide the requested information within forty-eight (48) hours after the request has been made; otherwise, the prospective bidder may be disqualified.
- 8.9.3 The tender and supporting documents shall be submitted strictly in accordance with the instructions given in these terms and conditions.
- 8.9.4 All prices quoted must be inclusive of all costs, including VAT.
- 8.9.5 It is the policy of ECSA not to provide upfront payments.
- 8.9.6 ECSA reserves the right to provisionally award the tender. The tender may be finally awarded on the basis of successful negotiations with the bidder. ECSA may also elect to negotiate with other shortlisted bidders, should negotiations with the initial preferred bidder not result in an agreement.

8.10 RETENTION OF APPLICATIONS

All applications submitted shall become the property of ECSA. ECSA will make all reasonable efforts to maintain applications in confidence. Proprietary information should be identified in each application.

8.11 CANCELLATION AND RE-INVITATION OF BIDS

The decision to cancel a bid will be published in the same media in which the original bid invitation was advertised.

9. SCOPE OF WORK

The service provider is required to fulfill the following services:

Item	Specification
MONITORING	
Monitoring	The service provider will be required to provide media monitoring services of the following media platforms: Traditional Media • All print newspapers • Commercial and community radio stations • TV Programmes- News and Current Affairs shows • Radio Online News Platforms • All online news platforms • Industry related publications

	Social Media pages • ECSA Twitter Page • ECSA Facebook Page • ECSA LinkedIn Page • ECSA YouTube page • ECSA Instagram page Review Pages: • Hello Peter • Google Review •
Keywords	• ECSA • Engineering • Engineering Council of South Africa • Professional Registration • Engineering regulator • Accreditation • Identification of Engineering Work • Infrastructure • CBE NB* Service provider to allow change of keywords depending on the priority of the organisation at that time Total keywords to not exceed 15.
Spokespersons	A list of spokespersons will be provided The total number of spokespersons will not exceed 10 NB* Service provider to allow change of names depending on the priority of the organisation at that time
Daily media report	• Daily report by 07:30 on the coverage received. • The report should include coverage received on print, broadcast, online, social media platforms and review pages (in one report) • The report should entail a summary of the article or interview clipping.
Sourcing radio interview clip and news clippings	• In the event the interview or article is not reflected on the daily report and ECSA platform, the service provider should be able to source the radio interview and article clips directly from the radio station or print/online provider. • Share monthly clippings on a shared folder

	focusing specifically on interview clips and thought leadership pieces.
Access to a password protected platform	• The service provider will be required to provide ECSA with access to a password-protected platform. • The platform should be uploaded with media coverage received from all media platforms for download by the authorised users from ECSA. • Authorised users should have 24-hour access to the platform. • All clips on the platforms should be accessible to ECSA 1 month post the termination of the contract. • The platform should not be limited in terms of the number of users.
ANALYSIS	
Analysis	• The service provider will be required to provide a monthly and quarterly analysis report (s).
Predictive Reporting	• The analysis report should Identify emerging issues, stakeholder concerns (through social media and google review pages), reputational risks, opportunities and future media narratives.
Benchmark ECSA against regulatory bodies, voluntary associations and industry organisations,	The analysis report should provide a benchmark analysis of ECSA reputation against the following institutions: • South African Institute of Electrical Engineers (SAIEE) • The South African Institution of Civil Engineering (SAICE) • South African Council for the Project and Construction Management Profession (SACPMCP) • South African Institute of Chartered Accountants (SAICA) against the following metrics: • reputation, • visibility, • engagement and • messaging effectiveness.
Reputation Index	The analysis report should provide analysis on: • Stakeholder trust score • Sentiment of coverage, • authority score

	• reach • engagement • visibility/share of voice, stakeholder concerns and satisfaction • themes, and • third-party endorsements (persons who endorse the organisation through social media or media posts and commentary)
Social Media Analysis	• Campaign performance, • lessons learnt, • recommendations, • trending topics and • audience engagement analysis.
Narrative Analysis	• Assessment of tone, writing style, key messages and effectiveness of thought leadership articles and press releases.
Reporting Requirements	• Monthly analytical reports • Consolidated comprehensive quarterly reports considering coverage, reputation and social media analytics.
Experience	• The preferred service provider should have 5-10 years' experience in the field of media monitoring and analysis.

9.1 EXPECTATIONS

ECSA requires a media intelligence partner that provides **strategic insight rather than media clipping services**, enabling the organisation to strengthen its reputation, enhance stakeholder engagement, proactively manage risks, improve thought leadership positioning, and make evidence-based communication decisions through predictive analytics and benchmarking.

Quotations should indicate the annual cost rather than a single cost for the 3 year contract.

9.2 KEY DELIVERABLES / EXPECTED RESULTS AND ACTIVITIES

The key deliverables are enlisted in the scope of work above, together with the activities assigned to each deliverable.

10. CONTRACT DURATION

The contract will be for three years and will commence upon issuance of the Purchase Order/ Letter of Appointment.

Quotation to indicate annual costs.

11. EVALUATION AND SELECTION CRITERIA

ECSA has set minimum standards that prospective suppliers must meet to be evaluated and selected as successful suppliers. The proposals received will be evaluated in different phases to arrive at the final phase of the award, and the phases will be as follows:

- i. Administrative Criteria **(Phase 1)** - Prospective suppliers(s) must submit all required minimum and mandatory documents.
- ii. Technical Evaluation Criteria **(Phase 2)** - The bids will be evaluated according to the criteria set below.
- iii. Price and B-BBEE Evaluation Criteria **(Phase 3)**

11.1 MINIMUM ADMINISTRATIVE REQUIREMENTS – PHASES

11.1.1 Minimum Screening Requirements (Phase 1):

Note: In this phase all proposals received will be verified for compliance and completeness of the submitted documents per the below set of mandatory requirements. Prospective suppliers who fail to comply with the below requirements will be eliminated and prospective suppliers who comply with the below will progress to the next phase of technical evaluation.

11.1.2 Please adhere to the following instructions

- i. Tick in the relevant block below, the documents and schedules that form part of your response.
- ii. Ensure that the documents are completed and signed where applicable.
- iii. Use the prescribed sequence in attaching the annexes that complete the Bid Document
- iv. Should all of these documents not be included or any part of the bid document not duly-completed, the bidder may be disqualified on the basis of non-compliance/ non-responsiveness.
- v. Please index and paginate your bid documentation.

Item	Yes	No
Sign and Complete in full Annexure A to D		
CIPC certificate		
Company Profile		
A valid SARS tax pin certificate		
A valid B-BBEE certificate issued in accordance with SANAS requirements or B-BBEE Sworn Affidavit		
Joint Venture Agreement (If applicable)		
Proof of banking details		
Comprehensive Company Profile		

11.2 Functionality Evaluation Point Allocation (Phase 2):

Only prospective supplier(s) that have met the administrative criteria in Phase 1 will be evaluated in Phase 2. Only prospective suppliers who achieve a threshold of **70 to 100 points** of functionality capabilities.

The allocation of points for functionality evaluation is set out in the Table below:

- 11.2.1 Only prospective supplier(s) that have met the 6.1.1. Minimum Screening Requirements in Phase 1 will be evaluated in Phase 2. Functionality Evaluation will be out of 100 points.
- 11.2.2 Prospective supplier(s) that achieve a minimum threshold of **70 points out of 100 points** for the functionality capabilities will proceed to Phase 3.

Functionality Criteria	Sub Criteria	Weighting
COMPANY REFERENCES: Provide three positive written contactable client references not older than five years, on the referees' letterhead, on services previously rendered related to the provided scope of work. The reference letter should include the description of services rendered. *Reference checks will be conducted. Project references of similar size and scale projects. Note*: Points will be allocated for letters that meet <u>all</u> the following requirements: • Entity name; • Contact name and telephone number; • Date when service was rendered or Duration of project. • Description of service; • Quality/Satisfaction of service rendered		Maximum 10 points
Three (3) project references		10
Two (2) project references		5
One (1) project reference		2
EXPERIENCE AND EXPERTISE: • Experience providing media monitoring and analysis services for a minimum of 5–10 years. • Experience with regulators, professional councils, public entities, or membership-based organisations. • Proven track record in reputation management and media intelligence. • CVs of the team to include min. of 5 years of experience in monitoring, analysis; benchmarking and reputation analysis; social media analytics etc		Maximum 40 points
Bidders that meet all the criteria		40
Bidders that do not meet one		20
Bidders that do not meet any criteria		0

METHODOLOGY AND UNDERSTANDING OF THE REQUIREMENTS Outline an approach/methodology that will be undertaken to meet the scope of the project. • Understanding of ECSA's communication environment. • Understanding of engineering and regulatory sector dynamics. • Clear monitoring methodology. • Issue identification and escalation approach. • Approach to stakeholder sentiment analysis. • Approach to reputation index		Maximum 40 points
Media monitoring methodology		10 points
Analysis Methodology		10 points
Methodology for reputational Analysis and Benchmarking		10 points
Methodology for google reviews page and social media analysis		10 points
ADDED VALUE AND INNOVATION The bidder should demonstrate innovative capabilities such as: • AI-assisted trend analysis (2 points) • Predictive modelling (2 points) • Reputation forecasting (2 points) • Stakeholder mapping (2 points) • Executive dashboards (2 points)		Maximum 10 points
TOTAL POINTS FOR FUNCTIONALITY		100 POINTS

11.3 PRESENTATION (PHASE 3)

- All bidders that have scored **70 or above** for phase 2 will be invited to a presentation stage.
- The following criteria will be used:

AREAS OF FOCUS	POINTS ALLOCATED
METHODOLOGY ○ Approach/methodology on social media monitoring and analysis (15 points) ○ Approach/methodology on benchmarking and Reputational Analysis (15 points)	30 points
EXPERIENCE AND EXPERTISE ○ Experience with regulators, professional councils, public entities, or membership-based organisations (10 points)	30 points

- Proven track record in reputation management and media intelligence (10 points) - CVs of the team to include min. of 5 years of experience in monitoring, analysis; benchmarking and reputation analysis; social media analytics etc (10 points)	
DEMONSTRATION OF THE SYSTEM - The service provider will be required to provide ECSA with access to a password-protected platform. (5 points) - The platform should be uploaded with media coverage received from all media platforms for download by the authorised users from ECSA. (5 points) - Authorised users should have 24-hour access to the platform (5 points) - All clips on the platforms should be accessible to ECSA 1 month post the termination of the contract (5 points) - The platform should not be limited in terms of the number of users (5 points)	25 points
REPORT PRESENTATION Presentation of a report previously done for a different client with elements similar to the scope of work	20 points

11.4 PRICE AND B-BBEE EVALUATION (PHASE 4):

11.4.1 STAGE 1 – PRICE EVALUATION

- Prospective suppliers must clearly indicate their respective proposed tariffs on the pricing model attached as annexure C.

11.4.2 STAGE 2 - B-BBEE EVALUATION

- ECSA is committed to encouraging black economic empowerment through providing opportunities to historically disadvantaged individuals.
- B-BBEE points may be allocated to prospective suppliers on submission of the following documentation or evidence:
 - A valid B-BBEE Certificate or sworn affidavit

11.4.2.1 THE FORMULA BELOW WILL BE USED IN CALCULATING POINTS SCORED

- Step 1: Calculation of points for price**

The first step under price and B-BBEE is to calculate the price points for bidders who progressed to this stage of evaluation as per formula below.

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where:

Ps = Points scored for comparative price of tender under consideration.

Pt = Comparative price of tender under consideration.

Pmin = Comparative price of lowest acceptable tender.

- **Step 2: B-BBEE level of contribution**

The second step under price and B-BBEE is to calculate B-BBEE points for bidders who progressed to this stage of evaluation as per below B-BBEE status level of contribution. The level 1 contributor will obtain 20 points, and the last level contributor will obtain the lowest points as per table below.

B-BBEE Status level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non – compliant contributor	0

11.4.3 CALCULATING THE FINAL SCORE

11.4.3.1 The points scored for price (stage 1) will be added to the points scored for preference (stage 2) to obtain the bidder's total points scored out of 100.

11.5 ECSA may request additional information, clarification or verification in respect of any information contained in or omitted from a bidder's tender. This information will be requested in writing.

11.6 ECSA may conduct a due diligence on any bidder, which may include interviewing customer references or other activities to verify a bidder or other information and capabilities (including visiting the bidder's various premises and/or sites to verify certain stated information or assumptions) and in such instances the bidder will be obliged to provide ECSA with all necessary access and assistance required for this purpose).

11.7 ECSA may shortlist bidders and may request presentations from short-listed bidders.

11.8 ECSA may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Tender.

ECSA will evaluate the Tenders with reference to ECSA's evaluation criteria guided by its procurement policy. ECSA reserves the right to appoint a specialist/consultant to assist in performing such evaluations.

12. PRICING INSTRUCTIONS

ECSA invites bidders to submit their proposal in terms of pricing for the requirements described in the specification above. The attached pricing schedule must be completed (in Excel and PDF) as indicated and any value adds (at no cost) should be listed separately.

MANDATORY FOR BIDDERS TO COMPLETE THE ATTACHED PRICING SCHEDULE

12.1 PRICING INSTRUCTIONS

12.1.1 The pricing that the Bidder submits may be considered the Bidder's best and final pricing which will be included in the Contract.

12.1.2 Pricing must be wholly inclusive of all costs, including VAT.

12.1.3 All costs must be firm. Furthermore, no additional costs will be accepted by ECSA.

12.1.4 The Bidder must price all items including travel, delivery, etc. relevant to the site.

12.1.5 Rates are to include all costs with no unspecified cost to allow for a fair evaluation.

12.1.6 Payment will be made based on the deliverables for the services rendered.

12.1.7 **Offer to be valid for 120 working days from the bid closing date.**

12.1.8 ECSA expects the bidder to be an active partner in generating ideas to reduce costs across the full scope.

ANNEXURE A: INVITATION TO TENDER FORM

You are hereby invited to bid for requirements of the Engineering Council of South Africa (ECSA).

Bid Number: ECSA/RFP07/2026

Closing Date: 21 October 2026

Closing Time:

23:59:00

DESCRIPTION: THE APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO DELIVER COMPREHENSIVE MEDIA MONITORING AND ANALYSIS, REPUTATION ANALYSIS AS WELL AS BENCHMARKING SERVICES FOR THE ENGINEERING COUNCIL OF SOUTH AFRICA FOR 3 YEARS.

The successful bidder will be required to fill in and sign a written Contract on ECSA's contract format

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

Registered Name of Bidder: _____

Postal Address: _____

Street Address: _____

Telephone Number	Code _____ Number _____
Cell Phone Number	_____
Facsimile Number	Code _____ Number _____

VAT Registration Number _____

Are you the Accredited Representative in South Africa for the Goods/ Services offered by you?

Yes/No (If Yes Enclose Proof)

Signature of Bidder

Date

Capacity under which this bid is signed

ANNEXURE B: DECLARATION

DECLARATION BY BIDDER

I/We:	
the undersigned, in my/our capacity as: (Managing director, director, etc.)	

Hereby declare that:

- 1.1 The facts appearing in this proposal document and any appendixes and addenda attached to it, are true and accurate in every respect.
- 1.2 I/we fully understand the contents, provisions and conditions of this document.
- 1.3 No person employed by the ECSA receives or will receive any unduly benefit in respect of or in connection with this proposal.
- 1.4 No person employed by the ECSA has a close family relation with the bidder or his/her employees, shareholders, members, partners, directors or functionaries.
- 1.5 The bidder or his/her employees, shareholders, members, partners, directors or functionaries,

who has any relationship (family, friend, other) with a person employed by the ECSA or its administration, and who may be involved with the evaluation or adjudication of this proposal, is obligated to furnish the details of the ECSA employee. These include:

Name:	
Position at the ECSA:	
Address:	
Contact details - (Cell Nr.): (Office tel. number):	

- 1.6 All relevant facts included in this document may be taken into consideration in a decision to place the bidder on ECSA's "Approved Bidders list".
- 1.7 I/we offer to supply the goods and/or services as specified hereafter and for which price information was given to the ECSA in accordance with the general and specific provisions and conditions set out in this document.
- 1.8 The price and rates contained in this RFP covers all obligations arising from the contract.
- 1.9 This proposal submission meets all ECSA's requirements and has been completed in full. We also confirm that we have the designated authority to sign this document.
- 1.10 The submission of this proposal constitutes an offer to the ECSA to supply the goods and/or services as contained in the proposal.

Signed: AT.....ON THISDAY OF2026

Signature:	
Initials and surname:	

ANNEXURE C: CORPORATE DETAILS

1. MOST IMPORTANT CONTACT INFORMATION

(a)	Registered and Trading Name of bidder (include both as applicable):	
(b)	Postal address of bidder:	
(c)	Physical address of bidder:	
(d)	Telephone and mobile number of bidder:	

(e)	Email address	
(f)	Contact person to whom the proposal enquiries may be directed:	
(g)	Website address:	

2. BANK DETAILS

	Banking detail for purposes of direct payment (original letter from the bank confirming detail)	
(a)	Banking institution:	
(b)	Branch:	
(c)	Branch code:	
(d)	Type of account:	
(e)	Account number:	
(f)	Name of account holder:	

3. DETAILS OF THE BIDDER

(a)	Name of Company (Provide details of a change of name in the past five years)	
(b)	Registration number: (Attach a copy of the certificate of incorporation)	
(c)	VAT number (if registered):	
	(Please include a valid original of a SARS TAX Pin. FAILURE TO DO SO WILL RENDER YOUR SUBMISSION INVALID)	
(d)	Date on which business commenced:	

4. ORGANISATIONAL STRUCTURE

(a)	Directors/partners/owners/members (initials and surname):	
(b)	Principal shareholders/members:	
(c)	Managing director/senior partner/	

	principal/owner/senior member:	
(d)	Main contact person for production: (initials, surname & contact detail)	
(e)	Main contact person for sales: (initials, surname & contact detail)	
(f)	Main contact person for accounts: (initials, surname & contact detail)	
(g)	Main contact person for distribution and delivery (initials, surname & contact details)	
(h)	Main contact person - quality control (initials, surname & contact details)	

ANNEXURE D: STATEMENT OF PROXY

It is compulsory for all participating bidders to complete this form in all detail.

I/We, the undersigned, am/are hereby authorised to enter into this agreement, namely,

ECSA/RFP07/2026 - THE APPOINTMENT OF A SUITABLY QUALIFIED SERVICE PROVIDER TO DELIVER COMPREHENSIVE MEDIA MONITORING AND ANALYSIS, REPUTATION ANALYSIS AS WELL AS BENCHMARKING SERVICES FOR THE ENGINEERING COUNCIL OF SOUTH AFRICA FOR 3 YEARS.

Signature by proxy: <i>(person/s authorised to sign the offer)</i>	Name of signatory <i>(please print)</i>	Capacity of signatory <i>(please print)</i>

Thus, signed at _____ (town/city) on this _____ 2026.

I/We am/are authorised in terms of the following:

(Please mark the appropriate box with an 'x')

Procuration		Company/Board		Statute of partnership	
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		resolution			
Sole owner		Other: <i>(Please state document proving authorisation)</i>			

If the bidder is a:

- **sole owner** and therefore has the authority to sign the tender, please state this clearly above.
- **company, corporation or firm**, state how the SIGNATORY obtained the authorisation to sign the Proposal (e.g. procuration, company resolution, Statute of partnership, etc.)

NB. The following proof MUST be submitted:

- Attach fully signed Board Resolution confirming that the person who signed the proposal has the authority to do so.