



**GOVERNANCE  
Communications Unit**

7th Floor, Rennie's House,  
41 Margaret Mncadi Avenue, Durban, 4001  
PO Box 5588, Durban, 4000  
Tel: 031 311 4827, Fax 031 332 8051  
[www.durban.gov.za](http://www.durban.gov.za)

**ETHEKWINI MUNICIPALITY  
Request for Quotations**

**Date: 28/04/2016**

**ENQUIRY NUMBER: 2015-16/ 120**

**PROFESSIONAL SPEECH WRITING SERVICES**

The Communications Unit invites eligible and accredited service providers to submit written quotations for the speech writing service to the office bearers. The scope of work to be covered by the appointed service provider includes writing speeches, talking points and conduct research. This scope of work does not exclude other pertinent deliverables, which will be identified by the Head of Communications during implementation.

**REQUIREMENTS**

**Successful service provider must meet the following criteria:**

- Experience in producing high quality speeches for office bearers
- Experience in conducting research
- Portfolio of previous work
- An understanding of the Local Government

**PRICING MODEL**

Pricing model is rate per speech as follows:

- Welcoming and Closing remarks
- Main address

**The submission must include the following:**

- I. Valid Tax Clearance certificate
- II. BBBEE certificate
- III. Declaration of Municipal Fees
- IV. Declaration of Interest (MBD 4)
- V. Certificate of Independent Bid (MBD 9)
- VI. Portfolio of Evidence

After the submission of quotations, shortlisted candidates will be contacted via telephone. If you have not been contacted, consider your application as unsuccessful.

Sealed quotations, marked "ENQUIRY NUMBER: 2015-16/120, PROFESSIONAL SPEECH WRITING SERVICE" must be placed in the quotation box located in the Reception Area, 7<sup>th</sup> Floor; Rennie's House; 41 Margaret Mncadi Avenue Street; Durban (not any other Municipal Department) by no later than **16h00 on Friday, 06 May 2016.**

**Enquiries:**

Zanele Njapha – 031 311 4828, [Zanele.Njapha@durban.gov.za](mailto:Zanele.Njapha@durban.gov.za)

Collin Pillay – 031 311 4824/27, [Collin.Pillay2@durban.gov.za](mailto:Collin.Pillay2@durban.gov.za)

**(Vote Allocation: Comms)**

**PLEASE NOTE THAT YOU ARE NOW REQUIRED TO REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) FOR ALL SPHERES OF GOVERNMENT.**

**ACCESS THE CSD SITE ON: [WWW.CSD.GOV.ZA](http://WWW.CSD.GOV.ZA)**