



GOVERNANCE Communications Unit

7th Floor, Rennie's House,
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www.durban.gov.za

Date: 14 December 2015

REQUEST FOR QUOTATIONS

ENQUIRY NUMBER: 2015-16 / 047 – PROVISION OF AN ONLINE DIGITAL PUBLISHING PLATFORM FOR ETHEKWINI MUNICIPALITY

The eThekweni Municipality's Communication Unit invites eligible and accredited service providers to submit written & detailed quotations for the ff:

Provide us with an online digital publishing platform that can swiftly convert printed newsletters/reports/policies/brochures/flyers/etc, into electronic version that can:

1. Create a realistic page flipping digital publications of about 100+ Municipal reports, newsletters, flyers, etc
2. Track usage analytics per digital document
3. Integrate audio visual functionality within documents
4. Distribute and integrate content to various social media platforms, other websites and email
5. Provide search functionality across all publications.

After the submission of quotations, shortlisted candidates will be contacted via phone and requested to produce samples of their previous work. They will have to showcase work of a similar nature which they have done.

1. Preconditions

A written quotation will not be considered unless the service provider provides the following documents:

- a. A company profile
- b. Valid Tax Clearance certificate
- c. Valid BBBEE certificate
- d. Declaration of Municipal fees
- e. Completed Declaration of interest (MBD4)
- f. Certificate of Independent Bid (MBD9)

2. Contact persons

- Sharen Thumboo on 031 311 4819 or email: sharen.thumboo@durban.gov.za
- Zanele Njapha on 031 311 4828 or email: Zanele.njapha@durban.gov.za

3. Closing Date

Sealed quotations addressed to the Administration Section and marked: **“Enquiry Number : 2015-16 / 047 Provision of an online digital publishing platform for Ethekewini Municipality”** must be placed in the quotation box located in the Reception Area, 7th Floor, Rennie House, 41 Margaret Mncadi Avenue, Durban, not later than 16:h00 **Wednesday on 23 December 2015.**