



Request for Quotations

Date: 21 October 2015

Enquiry Number: 2015-16 / 034

SPEECH EDITING SERVICE

The Communications Unit invites qualified service providers to submit quotations for editing of speeches. The scope of work to be covered by the appointed service provider includes conducting research and editing speeches to ensure that speeches are relevant to the audience it is intended for and are representative of the Municipal messages. This scope of work does not exclude other pertinent deliverables, which will be identified by the Head of Communications Unit 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 monthly service fee:

SPECIFICATION

Quantity: 50 per month

Language: English

Average size: 2 pages

SUBMISSIONS

The submission must include the following:

- i. Copy -Tax Clearance certificate
- ii. BBBEE certificate
- iii. Declaration of Municipal fees
- iv. Declaration of interest (MBD4)
- v. Certificate of Independent Bid (MBD9)
- vi. Portfolio of evidence

Sealed quotations, addressed to the Administration Section and marked “**Enquiry Number: 2015-16/034 Speech Editing Services**” must be placed in the quotation box located in the Reception Area, 7th Floor, Rennie House, 41 Margaret Mncadi Avenue, Durban (not any other Municipal building) by no later than 16h00 on Wednesday, 28 October 2015.

Enquiries

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