



ETHEKWINI MUNICIPALITY
Request for Quotations

Date: 19 October 2016

Enquiry Number: 2016-17 / 062

SPEECH WRITING SERVICES

The eThekweni Municipality is looking for speech writing services to supplement existing internal resources and meet the increased demand.

SCOPE OF WORK

DESCRIPTION	QUANTITY	COST
Research and write a 5 page speech which is equivalent to approximately 900 words	*1 speech	
	VAT	
	GRANT TOTAL	

**The quotation required is for ONE speech. The final number of speeches will depend on the need from Office Bearers.*

SPECIFICATION

The speech writer will be provided with technical content from the Municipality. In other cases, the speech writer would be expected to conduct research in the topic. The speeches range from 5 to 10 pages in length. The speech will be written in English OR IsiZulu.

REQUIREMENTS/CRITERIA

Successful service providers must meet the following criteria:

- Demonstrable experience in writing professional speeches;
- Ability to understand sector content from economics, politics, finance, environment and climate change, tourism, engineering, build environment, social sector, and incorporate such content in the speeches;
- Ability to produce high quality content free of grammatical errors
- Demonstrable understanding of the public sector environment, especially local government, and be able to translate and capture corporate content strategically in speeches;
- Ability to conduct research on a broad range of topics ranging from politics, economics, social issues, international affairs, policy issues and translate complex content into clear and easy to understand messages for targeted audiences and the general public;

- Understanding of diverse audiences and tailor make speeches accordingly; and
- Ability to work under pressure and meet strict deadlines.

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 and company profile

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: 2016-17 / 062 Speech Writing Services**” must be placed in the quotation box located in the Reception Area, 7th Floor; Rennie's House; 41 Margaret Mncadi Avenue Street; Durban (not any other Municipal Department) by no later than **16h00 on Tuesday, 25 October 2016**.

Enquiries:

Collin Pillay – 031-3114824, Collin.Pillay2@durban.gov.za

[\(Vote Allocation : Unit\)](#)

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