



ETHEKWINI MUNICIPALITY

Request for Quotations

Date: 24/10/2016

Enquiry Number: 2016-17/ 047

MEDIA TRAINING SERVICES

The EThekweni Municipality's Communications Unit invites eligible and accredited service providers to submit written proposals for short course training of its staff members on the following Communication and media courses:

1. Creative writing and editing
2. Sub editing and proof reading
3. Journalism for communicators
4. Media management
5. Online journalism
6. Strategic marketing for thinkers
7. Feature writing

NUMBER OF DELEGATES

8 + Delegates

VENUE

To be provided by EtheKwini Municipality

PRICING MODEL

Rate per delegate per course

SPECIAL REQUIREMENTS

The bidders must submit the following information:

- Course outline
- Course accreditation
- A profile of the company indicating relevant experience
- The service provider must submit a brief CV of the proposed trainer/s
- SETA Accredited service providers

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)

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: 2016-17/047, MEDIA TRAINING 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 Saturday, 30th of October 2016

Enquiries

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