



Request for Quotations

Date: 29 September 2015

Enquiry Number: 2015-16 / 028

PROFESSIONAL SPEECH WRITING SERVICE

The Communications Unit invites qualified service providers to submit 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 researches. 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 rate per speech as following:

1. Welcoming and closing remarks.
2. Main address.

SUBMISSIONS

The submission must include the following:

- i. Original 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 / 028 Speech Writing 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 Tuesday, 6 October 2015.





Enquiries

Mandla Nsele on 031 311 4801 or **Email:** mandla.nsele@durban.gov.za

Zanele Njapha on 031 311 4828 or **Email:** Zanele.Njapha@durban.gov.za

Collin Pillay on 031 311 4824 or **Email:** Collin.Pillay2@durban.gov.za

