



ETHEKWINI MUNICIPALITY
Request For Quotations

Date : 18 February 2011

Enquiry Number : 2010-11 / 005

Consultancy : Graphics / Layout Artists / Copy Editors

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

Layout and Design – Ezasegagasini Metro

- Providing a layout and design service to the Communications Unit, with specific reference to the eZasegagasini Metro newspaper. This includes doing picture corrections where necessary
- Making new pages for each edition
- Making pdfs of all final pages and delivering to printers

Writing and Editing Content

- Editing content for quality of writing
- Correcting grammatical and spelling errors
- Re-writing text where necessary to ensure clarity and ease of readability
- Writing headlines and captions
- Generating story ideas
- Selecting and or sourcing suitable pictures
- Proof reading pages to ensure that all pages are error free and ready for printing

Training

- Train certain staff members, as directed by the Manager:Publications, on layout and design of the eZasegagasini Metro
- Train staff on news writing and give direction on the production of news articles.
- Keep staff up to date on media / newspaper / magazine trends.

Sealed quotations, addressed to the Administration Section and marked “**Enquiry Number : 2010-11 / 005 Consultancy : Graphics / Layout Artists / Copy Editors**” must be placed in the quotation box located in the Reception Area, 7th Floor, Rennie's House, 41 Margaret Mncadi Avenue Durban, (and not any other municipal department) not later than 11h00 on Friday 2011-02-25.

Enquiries

Themba Nyathikazi – Manager Publication

Tel : 031 311 4804

Fax : 031 332 8051

Email : NjaphaZanele@durban.gov.za