



02 June 2011

Call for quotations:

eThekweni Quality of Life Plain Language Report 2010-11 (English and isiZulu)

Background

eThekweni Municipality undertakes an annual quality of life survey of 1200 households in order to monitor the changes in the quality of life of Durban's people. These structured questionnaire interviews have been representative of the city's demographics and have been conducted in a range of housing types, such as traditional, informal and formal dwellings.

This research generates statistical reports and these statistical reports are rewritten in plain language to ensure that the results are available to a wide readership.

Aim of the Plain Language Report

There are three aims,

- firstly, the plain language writer must rewrite the results of the 1200 household interviews contained in the statistical report in a strictly objective manner. Jargon or sophisticated vocabulary should be avoided while ensuring that the key findings and complex issues are accessible to a broad readership.
- Secondly, the visual impact of the report is important in making the key findings as accessible as possible. In the previous plain language reports line drawings, graphs and photography have been used to produce print ready DTP files.
- The third aim is to produce a document that will provide material for those who wish to improve their language skills. This will be done by producing a document with 2 columns, English on the left and isiZulu on the right. The layout must ensure that the English and isiZulu paragraphs are horizontally aligned so that those who wish to translate can identify the related texts.



Scope of the Work

The work comprises the following three elements:

- The writing of plain language text in English and isiZulu should total approximately 15,000 words. It is anticipated that the isiZulu text may need to be more than 7500 words.
- The discussion in the plain language text must be brought to life through the use of relevant Illustrations, which can include line drawings, charts and photography.
- Desktop production of a digital file ready for printing of a full colour book with between 80 and 96 A4 pages of text and illustrations. The cover should also be prepared in full colour. The print reader files must be in high resolution Adobe Acrobat and in DTP software format, such as Adobe In-Design.

Source Document

The source document is the 2010-11 statistical report, which is written in English.

Time frames

The quotation should be submitted before 12:00 on Wednesday 8th June 2011 at the latest. The successful bidder should produce the print ready file on or before Thursday 30th June 2011.

The quotation

The quotation should include:

Experience in similar projects for all members of the team e.g. (writer, illustrator, DTP)
Project Methodology
Project Management Plan
Time Frame
Project Team composition
Budget Breakdown
Price including VAT
Relevant Documents (Sample of work, which will be returned)
Procurement Database number (for explanation see the end of the document)

Submission of quotations

These can be by email attachment to magwazat@durban.gov.za or by delivery of hard copy to:

eThekwini Quality of Life 2010-11 Plain Language Report
c/o Thulani Magwaza
Corporate Policy Unit
2nd Floor 41 Margaret Mncadi Ave
Durban 4001

If you submit by email it is up to the service provider to ensure that the CPU has received the quotations.

The Municipality reserves the right not to make an appointment.

Procurement Database

eThekwini Municipality Procurement Policy now requires that all persons and companies that we award contracts to are registered on the Procurement Database. Quotations may be submitted without being registered, but should you be awarded the contract then registration is mandatory before any work may commence.

This requires the completion of documents entitled “Application for Registration on the EM Proc database – Part A” and “Application for Targeted Enterprise Status – Part B”, which are attached. These can also be downloaded from the municipality’s website:

<http://www.durban.gov.za/durban/government/munadmin/scm/accredited>

Note that you need not complete these forms if you are already registered with the municipality. If you have completed them before and you are already on the municipality’s supplier database then you must return the letter stating the same and quoting the registration number.

Yours Truly,

Thulani Magwaza
Corporate Policy Unit
2ND Floor, Rennie House
41 Margaret Mncadi Ave
Durban