

REQUEST FOR QUOTATION
Pan/2022/Nov/SCM006

1. BACKGROUND

The Pan South African Language Board (PanSALB) is a statutory body established in terms of the Pan South African Language Board Act No. 59 of 1995 and the Constitution of the Republic of SA, 1996. It was established for among other reasons to create conditions for the development and for the promotion of the equal use and enjoyment of all the official South African languages.

2. SCOPE OF WORK

Suitably qualified and experienced individuals, agencies and organisations in the editing industries are hereby invited to quote for the following services/products:

2.1 Editing of PanSALB Annual Performance Plan for 2023/24

Specifications

- General formatting and consistency of the fonts, Styles, Spaces, headings and table of contents.
- Copy -edit identify and eliminate errors (grammar, syntax, punctuation and spelling);
- Ensure that language content and layout is correct, consistent, clear and comprehensive.
- Performance Tables are well aligned.
- Proofreading

Size : A4

Pages: 180 pages (estimate only, once typesetting is done price will be reviewed)

Language : English

2.2 Editing of PanSALB Strategic Plan for 2023/28

- General formatting and consistency of the fonts, Styles, Spaces, headings and table of contents.
- Copy -edit identify and eliminate errors (grammar, syntax, punctuation and spelling);
- Ensure that language content and layout is correct, consistent, clear and comprehensive.
- Performance Tables are well aligned.
- Proofreading

Size : A4

Pages: 180 pages (estimate only, once typesetting is done price will be reviewed)

Language : English

All interested parties are requested to submit the following with their proposals:

- A brief summary of your company profile;
- Proof of previous work of service to be provided and timeframes;
- Descriptive mock-ups of work to be done; Industry accreditations,

Please note the following: Only short-listed companies will be contacted. Submission for the quotes closes on **Friday, 25 November 2022 at 16:00**; PanSALB's BEE policy will be taken into consideration when evaluating the bids. RFQ also placed on the PanSALB Website.

PREFERRED EDITOR: MERLE SYMONDS 083 469 8090

Quotations should be directed to Ms Lulama Limbane,

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