



**PRESIDENTIAL
CLIMATE COMMISSION**
TOWARDS A JUST TRANSITION

REQUEST FOR QUOTATION

*APPOINTMENT OF A SUITABLY QUALIFIED, EXPERIENCED SERVICE PROVIDER TO
PROVIDE COPYWRITING AND EDITING SERVICES FOR THE PRESIDENTIAL
CLIMATE COMMISSION'S REPORTS*

Date of Issue	26 March 2025
Closing Date	03 April 2025 at 12:00

1. INTRODUCTION

The Presidential Climate Commission (PCC) is a multi-stakeholder advisory body established in 2020 by the President of South Africa. Its purpose is to provide guidance on the country's climate change response and support a just transition to a low-carbon, climate-resilient economy and society.

The PCC operates transparently to build consensus around the complex and critical decisions required for a socially just climate transition. This mandate is rooted in the outcomes of the 2018 Presidential Jobs Summit and is focused on addressing the needs of vulnerable groups throughout the transition.

The PCC is seeking a suitably qualified and experienced service provider to provide writing and editing services for PCC various reports.

2. SCOPE OF WORK

The appointed service provider will be required to:

2.1. Copywriting

- Adhere to the established house style of the PCC publication (UK/SA English).
- Ensure the text is idiomatically readable, with correct grammar and spelling.

2.2. Copy Editing

- Pro final checks: The overall consistency of the document, headlines, captions, column/page turns, ToC accuracy, checking editing corrections.
- Formatting (as per relevant style guide), including font type, spacing, font size, table of contents, table of figures, and tables.
- Extensive editing of PCC reports
- Focus areas: spelling, punctuation, consistency, grammar, syntax, sentence construction, fragments, wordiness.
- **Preparing design ready files and instructions for layout and design**

2.3. Referencing

- Harvard Referencing, basic diction, correction, and cross-referencing
- Ensure all references are in alphabetical order and correspond with the relevant text

2.4. Collaboration with PCC

- The service provider must maintain close collaboration with the PCC Communications team to ensure alignment with project requirements. This includes regular engagement and availability via phone and email for quick turn-around times.

3. REQUIREMENTS OF THE SERVICE PROVIDER

3.1. Quotation

The service provider must submit a **detailed quotation that accounts for all project requirements, including revisions**. Service providers are expected to submit **rates per word** for a total of **500 000 words** for editing of various publications.

3.2. Expertise and Experience

The successful service provider must demonstrate:

- A strong background in corporate publishing.
- The ability to facilitate and manage editing processes effectively.
- Proven experience and expertise in science based and policy editing for publications.

4. PERIOD OF WORK AND TIMEFRAMES

- Deadlines for the final deliverable of each publication will be communicated with the service provider prior to initiating an editorial project.
- The contract will remain active for the duration of the overall project.

5. REQUIRED DOCUMENTS:

- 5.1. Company documents/ Identity Document (ID) Copy for individuals

- 5.2. South African Revenue Service (SARS) VAT Registration Certificate (if budget Includes VAT)
- 5.3. Consolidated budget (quotation) outlining the full scope of the project.

6. SUBMISSION AND ENQUIRIES

- 6.1. Service providers should send their quotations supporting documentation to SCM at procurement@climatecommission.org.za **ONLY!**
- 6.2. Technical enquires for the RFQ should be directed to Nthabiseng Masinge at nthabiseng@climatecommission.org.za
- 6.3. Procurement queries regarding this RFQ should be emailed to Tumelo Langa at tumelo@climatecommission.org.za.

7. IMPORTANT NOTES:

- The PCC reserves the right at its sole discretion to reject any or all quotations in whole or in part, without incurring any cost or liability whatsoever.
- All quotes will be reviewed for completeness of the submission requirements. If a quotation fails to meet a requirement of the RFP, or if it is incomplete or contains irregularities, the quotation may be rejected.
- The PCC will review all quotes should it be required.
- The final decision and successful appointment will be made by PCC and no correspondence will be entered into thereafter.
- The PCC reserves the right to cancel this bid or ultimately decide not to appoint any service provider in terms of this request for proposal.