**REQUEST FOR QUOTATIONS FOR EDITING OF INHOUSE MAGAZINE ARTICLES FOR CULNA**

**RFQ No. CC**

|  |
| --- |
| **Purpose**The National Museum, Bloemfontein urgently seeks the services of an experienced and qualified editor to provide professional editing on our in house science magazine as well as other editing work. The period will be for 60 months. |
| **Background****The National Museum** The National Museum is a natural history, cultural history and art museum and was established in 1877 and is a Declared Cultural Institution, which resorts under the Department of Arts and Culture and is governed by a council. The mission of the National Museum is to provide heritage resources and an enjoyable experience to all people through quality research, conservation, education and exhibitions.The National Museum collects and preserve natural and cultural collections for scientific research purposes, and the research outcome is published through articles.  |
| The National Museum require a service provider to provide professional editing primarily on our in house hardcopy magazine.The magazine consists mostly of human and natural science popular articles. These are done by Museum scientist so are already of a good standard and would not require extensive editing. Attached is the link to the previous edition for the service provider to get a sense of the magazine. The pdf link to the magazine can be found here:<https://nationalmuseumpublications.co.za/wp-content/uploads/2019/03/CULNA-73-LQ.pdf>Minimum RequirementsThe Magazine is published in English only so the editor must have 10 years English language editing experience for reputable publications5 years editing of natural or human science articles. 2 reference letters from reputable publications (magazines or journals).The service provider must be CSD registered and tax compliantEDITING FUNCTIONS 1. Correct spelling and [grammar.](http://writerswrite.co.za/tag/Grammar)
2. Check the logical flow of ideas.
3. Check consistency of language, [tone](http://writerswrite.co.za/155-words-to-describe-an-authors-tone), and style within each article.
4. Check facts and figures.
5. Ensure that the writer is getting the intended message across.
6. Ensure that the work is readable.
7. Ensure there are no obvious errors.
 |
| **Price Quotation**The work will be provided in a word text document for editing. The service provider must quote their rate per word of editing. It is likely that the magazine would be 70 pages but this can change and we would prefer a rate per page quote.  |
| **Qualifications and Experience of the Service Provider**The service provider must provide a CV of the professional editor which details the relevant qualifications and experience of the editor. |
| **CSD registration** The provider must be registered on the CSD (Central Supplier Database) and provide proof thereof.  |
| **TURNAROUND TIME**The editor must immediately available to complete the work with 10 days of being provided with the text. |
| **Queries**Any queries must be directed in writing to Graham Dlamini at scm@nasmus.co.za and this must be done before 15 March at 12h00.  |
| **Closing Date**The closing date for quotes is 31 March at 12h00. Quotes must be emailed to scm@nasmus.co.za.  |