



SEEMAC TRANSCRIPTIONS CC
t/a **SEEMAC**
TRANSCRIPTIONS / RECORDS OF APPEAL

CONSTITUTIONAL DEVELOPMENT SERVICE
260 Walker Street
Sunnyside

Your Ref : 5/1/6/1

Private Bag X804
PRETORIA
001

9 December 1991

Attention :Mr Déon du Plooy

Dear Mr du Plooy,

**RECORDING AND TRANSCRIBING OF CODESA CONFERENCE
20 & 21 DECEMBER 1991**

We thank you for the opportunity to tender for this important conference. The basic two page tender document has been completed and sent to your office by fax today. The purpose of this letter is to explain our quotation more fully - in particular the options we are able to offer - and to give you some insight into the ability and experience of Seemac in handling such important conferences.

DETAILS OF SERVICES OFFERED

1. Recording the Proceedings of CODESA

- 1.1 All sessions of your conference will be recorded using the specialised recording equipment provided at the World Trade Centre, with which we are fully au fait, having recorded and transcribed the South African Town Clerks Conference at this venue in 1990.
- 1.2 All tapes will be put into safe custody, as per your instructions. Should you or delegates require it, copies of tapes can be made and supplied at R350-00 per set. No tape copies will be made and/or supplied to other persons without your specific instructions.

2. Transcribing the Proceedings of CODESA

- 2.1 The verbatim transcript made from the tapes will be double checked for possible errors.
Note that we will retain our relevant staff over the Christmas period to ensure that our Company's reputation for accuracy, presentation and rapid turnaround time will be maintained.
- 2.2 After checking and correcting, the transcripts will be paginated and a comprehensive index prepared for each volume. There will be two volumes, one for each day of the conference.
- 2.3 Copying will be done on the highest quality photostat machines, which are installed in our offices. We will not sub-contract out to any other company for copying/typing work.
This is an important point not only from the confidentiality viewpoint, but also as outside companies cannot be relied on over the Christmas period.
- 2.4 Volumes will be staple and tape-bound so as to avoid the possibility of loose pages.
Specially prepared front covers which include your CODESA logo will be used to bind the volumes.
- 2.5 Each front cover can be personalised (ie each delegate's title and name is printed on his/her volumes.) If you request this service we would require a full list of delegates names/titles before the start of the conference.
- 2.6 From our experience we would anticipate that each day of the conference will produce approximately 100 - 170 transcribed pages. Thus each set will comprise two such volumes, each of about 100 - 170 pages.
- 2.7 We have based our tender on the number of delegates being ± 300 .

3. Delivery of Transcripts

3.1 Regarding the supply to each delegate, we would offer two options :

3.1.1 We send to each delegate a set of the proceedings by courier.
We would use DHL or Sun Couriers to effect delivery.
Our quote does not include the courier's cost of, which would be charged to you separately. Only the actual courier cost would be charged to you, verified by the courier company's receipts.

3.1.2 We deliver to your offices all sets of the proceedings.
It would then be your responsibility to ensure that each delegate received them.
Should you chose this option we would guarantee to deliver to your office on or before 6 January 1992.
There would be no charge for the delivery of the sets to your offices.

ABILITIES AND EXPERIENCE OF SEEMAC

Seemac is acknowledged as the leading legal recording and transcription company in South Africa, having been commissioned for numerous prestigious matters over the past ten years. Specific examples include :

- Margo Commission of Inquiry (Samora Machel Air Accident)
- Hiemstra Commission (Johannesburg Municipality)
- Margo Conference on Tax
- Magnum Inquiry
- Businessman's Conference
- Star Conference on Violence
- Margo Commission of Inquiry (Helderberg Air Accident).

Seemac employs only the highest calibre of recording and transcribing staff; the company is renowned for its accuracy of transcripts, high quality of presentation and rapid turnaround time - we have never overrun a promised delivery date.

CONFIDENTIALITY

Seemac is further recognised for the high level of confidentiality as much of our work involves sensitive and classified matters.

We are very aware that this is of particular relevance to CODESA as delegates to this and future conferences include the most senior politicians and public figures in South Africa who will be discussing contentious and delicate issues that will have a major influence on the New South Africa. Any breach of confidentiality could have catastrophic effects on future negotiations, as well as undermining the status and impartiality of the Constitutional Development Service.

We note therefore with interest and concern the disclosures in today's Sunday Times that a copy of a previous transcript was leaked to the media.

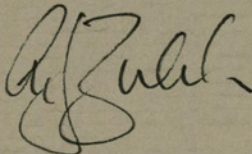
CODESA can be assured that no such breaches of confidentiality would emanate from Seemac, and we would be quite prepared to sign the certificate referred to in Paragraph 3 of your tender document.

However we are concerned about the possibility of leaks occurring in the event of delivery by courier, and hence our option given in Paragraph 3.1.2. Obviously Seemac could not be held responsible for any leaks which may occur after the delegates have received their transcripts, as malicious delegates may deliberately give information to the media.

We trust that our tender will be considered favourably and we look forward to being involved in this important and challenging work which will shape the future of our country.

Should you have any queries or require further information please do not hesitate to contact any of the persons listed below.

Yours sincerely,



SEEMAC TRANSCRIPTIONS CC

Alma Zulch	-	Recordings/Transcriptions Manager
Val Fourie	-	Administration Manager
Mandy Maccallum	-	Operations Manager

BREAKDOWN OF TENDER QUOTATION

RECORDING: [per day]	R 150.00
TRANSCRIBING: [per page]	R 9.00
COPIES: [per page]	R 0.45
COVERS / BINDING: [per volume]	R 8.00

[Tender excludes VAT]

SEEMAG
P.O. BOX 755
RIVONIA 2128
TEL: 803-7640