



planning, monitoring & evaluation

Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

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To Whom It May Concern,

REFERENCE LETTER FOR SETTING THE RECORD STRAIGHT MEDIA AGENCY

The Department of Planning, Monitoring and Evaluation (DPME), located in the Presidency of South Africa, highly recommends the Setting the Record Straight Media Agency for its exceptional editing and proofreading services. The agency has consistently delivered work of the highest standard, surpassing our expectations and meeting deadlines.

The Setting the Record Straight Media Agency has demonstrated expertise and professionalism throughout our collaboration, providing valuable editing and proofreading services. They have contributed significantly to our department's efforts in producing accurate and well-polished documents, ensuring the highest level of quality and accuracy in our reports and evaluations. We would like to highlight the recent bid awards received by the agency for their outstanding work:

- SCM Ref: 1381 (Kabelo Maree)

The agency successfully edited and proofread two comprehensive documents under this award. The first document, titled "Rapid Evaluation of the Economic Reconstruction and Recovery Plan," totalled 150 pages. The second document, "Rapid Assessment of the Government's Intervention in the April 2022 Flood Disaster in KwaZulu-Natal, Eastern Cape, and North West, March 2023," totalled 85 pages. Both documents were handled with utmost professionalism and accuracy.



Departement van Beplanning, Monitering en Evaluasie · Lefapha la Tiro maano, Tekolo le Tshekatsheko ya Tiro · Lefapha la Merero, Bodisa le Tlhatlhubo ya Tshebetso · Kgoro ya Peakanyo, Tekodisišo le Tshekatsheko ya Phethagatšo ya Mošomo · Litiko Letekuhlela, Kucaphela kanye Nekulungisa · UmNyango wezokuhlela, ukuTjheja nokuHlunga · Mnyango Wezokuhlela, Ukuqapha kanye Nokuhloa · ISebe lezokuCwangeisa, ukuHloa nokuVavanya · Ndzawulo yo Pulana no Hlela Matirhelo · Muhasho wa u Pulana, Tsedzululo na Ndaulo ya Kushumele

- SCM Ref 1225 (Kabelo Maree)

The agency's work under this award encompassed content editing, proofreading, reference checks, layout, and formatting for the 2nd Edition of the COVID-19 Country Report Research Report. This extensive report, spanning 600 pages, was meticulously handled by the technical team at the Setting the Record Straight Media Agency, who consistently delivered high-quality output within the project management plan.

- SCM Ref: 1701 (Khumbudzo Mahosana)

This year (2024), the agency has successfully completed a significant editorial project—a 422-page “30-Year Review High-Level Report”. This meticulously edited and proofread document offers an in-depth review of the progress and challenges of South Africa's democracy after 30 years. Despite the tight deadlines imposed on this task, the agency team demonstrated exceptional dedication and expertise in delivering a polished and insightful report.

- SCM Ref: 1739 (Khumbudzo Mahosana)

Following this achievement, it is reported with delight that the agency has been awarded a subsequent contract for a more extensive project. They are now tasked with the editing and proofreading a 1,000-page “30-Year Review High-Level Report”. This larger-scale project will allow them to apply their specialised skills further to ensure the highest standards of clarity and accuracy in documenting the journey of South Africa's democracy.

Resource personnel

Additionally, we would like to express our gratitude towards the exceptional resource team at the Setting the Record Straight Media Agency.

- The Chief Technical Editor, Jacqui Grieve, is a consummate professional with exceptional skills in maintaining the highest standards of professionalism and editing accuracy.
- Govin Reddy, the Principal Editor, has also exhibited exceptional skills in delivering high-quality work and maintaining professional standards.
- Doreen Gough, the Chief Proof Reader and Quality Controller has displayed an unwavering commitment to delivering error-free and well-polished documents.
- The agency's Production Editor, Prof. Debby Bonnin, is a veteran with over 30 years of experience in academic writing and editing. Her vast knowledge and expertise have been instrumental in ensuring the highest level of quality and accuracy in the agency's edited documents.
- Lastly, the Junior Copyeditor, Nonku Mncube, is a rising star whose potential is evident in her excellent work. Her exceptional skills and dedication have contributed significantly to the success of the agency's projects.

Furthermore, the A1 wizard Editor and Senior Content Writer, Bhekisisa Mncube, has consistently demonstrated a deep understanding of the nuances of the English language and a remarkable eye for detail, evidently assisted by artificial intelligence. The department has yet to find another agency that deploys AI in their editing process at nominal additional cost. This is a testament to the agency's commitment to providing high-quality work while embracing cutting-edge technology.

In conclusion, we have no hesitation in recommending the Setting the Record Straight Media Agency for editing, proofreading, and related services. Their unwavering commitment to excellence, attention to detail, and timely delivery of projects have made them an invaluable partner for the Department of Planning, Monitoring and Evaluation. Please do not hesitate to contact us for further information or clarification (Email: David.makhado@dpme.gov.za or Cell: 0664846143).

Yours sincerely



Dr David Makhado

Chief Director: Research and Knowledge Management

Date: 2024.04.16