



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY
TVET COLLEGE**

**REQUEST FOR QUOTATIONS – APPOINTMENT OF A PANEL OF TWO
ADVERTISING AGENCIES FOR DESIGN, LAYOUT AND PLACEMENT OF
ADVERTISEMENTS AND NOTICES**

(Re-Advertisement)

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to quotations@bccollege.co.za.

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT.

Kindly submit the following **REQUIRED** documents when responding to the RFQ

- Signed quotation (quotations not signed will be eliminated)
- Latest declaration forms (SBD 4, 8 and 9), see attached on college website
- Certified BBBEE certificate (0 points will be awarded for BBBEE certificates that are not certified)
- Tax Clearance Certificate
- CSD full report
- Company Registration
- Bank Confirmation Letter (not older than 3 months)
- Quotations must be detailed as per specification
- **Quotations must be submitted in the PDF format ONLY**
- All quotations submitted via email addresses other than the one listed above will not be considered.

Closing Date 19 JUNE 2024 at 11h00 am. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

043 704 9238 / 043 704 9241



APPOINTMENT OF A PANEL OF TWO ADVERTISING AGENCIES for DESIGN LAYOUT and PLACEMENT OF ADVERTISEMENTS & NOTICES

Buffalo City TVET College ("BCC") hereby invites quotations from suitably qualified service providers for the appointment of an advertising agency to prepare, layout and place advertisements in the chosen media for vacancies, tenders and enrolment marketing material for a period of 12 months.

SCOPE OF WORK

The advertising agency will place all adverts upon receipt of an approved and appropriately authorized requisition or purchase order from the college. The scope of work will require:

- Editing information provided by BCC in MS Word format to be clear, understandable and correct in terms of grammar and language usage.
- Preparing the lay-out of classified and main body in the most cost-effective manner for optimal results. Size will vary according to requirements.
- Presenting the draft advertisement to the relevant BCC division for proof-reading and approval before submission for printing.
- Advising on the most suitable media to ensure wide exposure and appropriate targeting.
- Providing a cost analysis for the placements required.
- Provision must be made for the submission of final drafts before printing.
- It is expected of the service provider to be able to maintain strong ethical standards in their work.
- Advising on appropriate size and layout must ensure cost efficiencies in the use of space.

MANDATORY REQUIREMENTS

Bidders must make available the Professional Industry Association they are affiliated to such as e.g. South African Communications Industry Association (SACIA) and provide valid membership certificate/registration with their quotation.

PRICING SCHEDULE

Bidders are required to provide a rate per column for the types of publications listed in the table below:

Type (classified or main body)	Sunday Times (rate [R] per square column centimetre)	Daily Dispatch (rate [R] per square column centimetre)
General Notices (b & w)		
General Notices (colour)		
Vacancies (b & w)		
Vacancies (colour)		
Tenders (b & w)		
Tenders (colour)		

N.B: RATES TO BE CARRIED OVER TO A SIGNED QUOTATION.

REQUESTER - W. GWABAVU

COST CENTRE MANAGER - B. TIMOTHY