



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 (2) ADVERTISING AGENCIES FOR DESIGN LAYOUT AND PLACEMENT OF ADVERTISEMENTS AND NOTICES FOR THE PERIOD OF 12 MONTHS

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 30 MAY 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 (2) ADVERTISING AGENCIES for DESIGN LAYOUT and PLACEMENT OF ADVERTISEMENTS & NOTICES for a period of 12 mnths

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.

Specifications of articles and adverts includes:

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 advertisements in the most cost-effective manner, size may vary according to specific needs.
- Presenting the 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 placement of advertisements.
- Placement of the advertisement in the selected media for optimal results.
- 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

Award

Only companies that meet the selection criteria will be prequalified and their proposed fees will be reviewed and agreed upon and will remain fixed for the agreed term period. Only two (2) companies will be selected based on the highest scoring in terms of the PPPFA.

Selection process

At the time of the need, companies will be selected based on rotation starting with the highest scoring bidder first. The rotation will take into account the availability of the service provider to deliver. Non-availability must be stipulated in writing by the company being offered the work. The receipt of a valid purchase order must be ensured before work can commence.

Pricing

Bidders are to complete the pricing table below and submit together with a signed quotation of the same on company letterhead, as well as other relevant documents.

Mandatory requirement

Bidders should confirm 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. Failure to submit will lead to disqualification of the quotation.



PRICING SCHEDULE

Bidders are required to provide a cost per size for the publications listed in the table below:

Cost per size	Sunday Times	Daily Dispatch
5x2		
5x4		
5x3		
7x3		
8x3		
9x3		
10x13		
11x3		
12x3		
13x3		
14x3		
15x3		
16x3		
17x3		
18x3		
19x3		
20x4		
20x5		
19x8		
39x4		
27x6		
27x12		
54x6		
54x12		
Total		

N.B: TOTAL TO BE CARRIED OVER TO THE QUOTATION



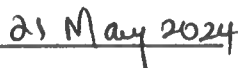
W. Gwabavu

Requester



B. Timothy

SCM: Manager



Date