



9 October 2022

Our ref:

**Tender RFP UJ 64/2022: Appointment of a Brand / Marketing Agency for the University of Johannesburg for a Period of Five Years**

Dear Sirs / Madams

You are hereby invited by the University of Johannesburg, to participate in the tender process for a Brand / Marketing Agency for the University of Johannesburg, as set out in the Annexure A documents.

Your proposal must be in accordance with the Instructions for Tenderers, the Specifications and the Evaluation Criteria, documents enclosed.

It is the responsibility of all Service Providers to ensure that their tender is submitted not later than the appointed date and time. All tenders must be submitted via the UJ Web Link provided below:

UJ Tender Web Submission Link: <https://www.uj.ac.za/Pages/tender.aspx>

Tender Number and Description: **RFP UJ 64/2022: Appointment of a Brand / Marketing Agency for the University of Johannesburg for a Period of Five Years**

Closing Date: **31 October 2022 at 12:00pm (UJ Web Link)**

Please acknowledge receipt of this Invitation to tender and confirming your intention to submit a proposal as requested quoting the tender ref to the email address below.

Enquiries regarding this Invitation to tender should be addressed to [craffie@uj.ac.za](mailto:craffie@uj.ac.za).

**Very Important:**

- The **RFP document** must be read, signed, completed, and returned with all requested documentation.
- Please ensure that all **mandatory documentation** which are specified in the **RFP document** as well as in the **Annexure A** document are submitted with your proposals.
- All documents **MUST** be submitted electronically, using the link provided.
- No email submissions and no late submissions will be accepted.
- All communication REGARDING THIS TENDER, must be sent to the Tender Office [craffie@uj.ac.za](mailto:craffie@uj.ac.za).

Documents provided on this web page:

Invitation letter to External Stakeholders interested in participating in the tender process with all relevant dates.

1. RFP Document
2. Annexure A – Please read carefully
3. Annexure G – ST&Cs
4. Service Level Agreement Template-Draft
5. Instruction on how to upload your tender

Yours faithfully

Mrs C Raffie

*CRaffie*