



## EXPRESSION OF INTEREST

### EXPRESSION OF INTEREST NO: DBMNE0328

#### Corporate Communication Services

##### DESCRIPTION:

Debmarmine Namibia invites experienced and suitably qualified service providers to submit expressions of interest to provide any of the following services:

##### SCOPE OF WORK:

The scope of works will include:

###### 1. Creative Services

- Provide a diversity of creative services ranging from graphic design services, brand material design and development, visual conceptualisation, creative design writing and publication development services;
- Public relations services, focused campaign development and execution; and
- Event management services.

###### 2. Social Media Management Services

- Provide social media management services to foster greater awareness of the company among our stakeholders. Services must include but not be limited to content management, set-up and daily management, innovative and engaging campaign developments and activations;
- Provide reports on social site performances and propose improvements;
- Crisis social media management and messaging aligned to company strategy based on an approved strategic outline.

###### 3. Sports Management Services

- Provide full spectrum of event management services for our two sports initiatives the Debmarine Namibia Cup (football sponsorship) and the Netball Namibia activities (netball sponsorship); as well as services providers specialising in particularly Teambuilding Services.
- Sports Management Services for our two sports sponsorships must specifically include but not be limited to event management and public relations and media management services with regular reports on progress.

###### 4. Corporate Gifts Services

- Provide corporate gift services for diverse gift items, ranging from apparel, bags, technological gadgets, pens, outdoor gadgets, gift-wrap or gift packaging, including customised goods for special occasions and/or campaigns.

###### 5. Photography Services

- Provide photography services for corporate purposes such as employee portraits, events and capture footage of the mining operations for the company image database.

###### 6. Videography Services

- Provide videography services for corporate promotional purposes, either formal mining operations videos, event videos or compile animations to support company campaigns and initiatives.

###### 7. Printing Services

- Provide printing and design services for daily corporate material such as posters, invitations, folders, envelopes, stickers, letterheads, and etcetera.

##### DOCUMENTATION TO BE SUBMITTED:

The following information must be submitted:

- Company profile
- Curriculum vitae (CV) of Consultants
- Company references
- Portfolio of Works, specifically showing the service/s applicant intends to provide in USB ports.

##### CLOSING DATE:

Deliver your company profile with Reference Number **DBMNE0328** on **16 February 2018 at 12h00.**

Please contact the Procurement Officer at Tel: +264 61 297 8460 or Email:

[DBMntenders@debeersgroup.com](mailto:DBMntenders@debeersgroup.com) for further information.

##### DELIVERY ADDRESS:

Completed company profiles must be contained in sealed envelopes and addressed to the Procurement Department, Debmarine Namibia, 3rd Floor, Namdeb Centre, 10 Dr. Frans Indongo Street, Windhoek, in accordance with the dates and times indicated above in the Tender Box situated in the foyer of the Namdeb

Centre.

##### DISCLAIMER:

Debmarmine Namibia shall not be responsible for any costs incurred in the preparation and submission of a response to this Expression of Interest and furthermore reserves the right not to extend this Expression of Interest into any future tenders, negotiation or engagements with those companies who responded to this advert.

Debmarmine Namibia also reserves the right without disclosure or explanation to engage with any of the Companies who respond to this expression of interest or alternatively engage with companies who have not responded to this expression of interest for which Debmarine Namibia is of the opinion that such company can provide the required services.

