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**REQUEST FOR INFORMATION: E024A-ND-2024 - NAMDEB CORPORATE COMMUNICATION SERVICES
(PLEASE NOTE THAT THIS ADVERTISEMENT SUPERCEDES PREVIOUS RFI E024-ND-2024)**

1. OVERVIEW

Namdeb Diamond Corporation (Pty) Ltd (Namdeb) is a wholly owned subsidiary of Namdeb Holdings (Pty) Ltd, and performs land-based prospecting (exploration), mining and rehabilitation operations.

2. SCOPE OF WORK:

Namdeb Diamond Corporation (Pty) Ltd hereby invites submissions from reputable and suitably qualified service providers specializing in work pertaining to corporate identity and branding requirements as listed below. Information received will be used to update the data base of potential creative service providers to collaborate with on an ad hoc basis in support of Namdeb's marketing and public relations strategy requirements. Detailed scope of work to be obtained from the Procurement Officer in relation to the following:

1. Creative Services
2. Social Media and Website Management Services
3. Photography and Videography Services
4. Exhibition Services
5. Signage and Billboard Production
6. Corporate Apparel and Gifts
7. Event Management Services

3. ENQUIRIES:

Procurement Officer: lynn.grobbelaar@namdeb.com

Cut-off date for Enquiries: Friday, 15 March 2024

4. SUBMISSION OF DOCUMENTS:

Submissions must include a company profile accompanied by a track record of similar work done supported by appropriate references with contact details. Information must be submitted via e-mail to tender@namdeb.com in a **PDF non-editable format**. RFI number E024A-ND-2024 must reflect in the subject line of the submission.

The closing date and time for submissions is no later than **16h00 pm (Namibian time) on Wednesday, 20 March 2024**.