Marketing As and When (6 Month):
Scope of Works and Evaluation Criteria

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Section A : Scope of Works

1. Urgent Deliverables (due by 16 September 2026)

1.1. Development of Intersite Corporate Video (5-Minute video & 1-Minute summarized version)

Intersite requires a high-quality corporate video to communicate its mandate, capabilities, developments, and strategic positioning to stakeholders, investors, and the public.

1.1.1. Scope of work:

- On-site filming (stations, developments and malls in Johannesburg, Pretoria, Cape Town and Isipingo)
- Aerial drone footage (where applicable and permitted)
- Interviews (executives, stakeholders, partners)
- Voice-over (professional, aligned with brand tone)
- High-quality visuals and cinematography

1.2. VR Video Experience: 360° Real Estate Tour and Development/Investment

On-site filming (stations, developments and malls in Johannesburg, Pretoria, Cape Town and Isipingo). Create an immersive 360° VR tour showcasing a development project, allowing viewers to explore spaces interactively.

1.2.1. Technical Specifications

Format: 360° monoscopic video
Resolution: Minimum 5.7K (5760 × 2880), preferred 8K
Frame Rate: 30 fps
Aspect Ratio: 2:1 equirectangular
Camera: Insta360 X3 / GoPro MAX / Kandao Obsidian
Stitching Software: Insta360 Studio / Adobe Premiere Pro

1.2.2. Audio

- Spatial audio (ambisonic)
- Optional voice-over narration

1.2.3. Delivery Platforms

- Meta Quest / Oculus
- YouTube VR
- Website VR player

1.2.4 VR Equipment, Event Use and Pricing

The Service Provider shall provide the VR equipment required to present and operate the approved VR experience at three events: two events in Durban and one event at Sun City, North-West. The requirement includes delivery to each venue, set-up, configuration, testing, on-site operation and technical support for the duration of each event, dismantling and removal after each event, and all associated transport, travel and logistical costs.

Bidders shall provide separate pricing for:

- Rental of the complete VR equipment required for all three events, including delivery, set-up, configuration, testing, on-site operation and technical support, dismantling, collection and all associated costs.
- Purchase and transfer of ownership of the complete VR equipment, including delivery, configuration, testing, commissioning, training and handover to Intersite.

For bid evaluation and comparative pricing purposes, the rental price for the complete VR equipment and services for the three events will be used. The ownership price will be considered as an alternative pricing option and will not be used for evaluation purposes.

1.3. Corporate Documents Design, Production and Printing

Specifically for the event, Intersite requires two brochures developed and printed:

- **Company Profile**: 1000 copies
- **Brochure**: “Intersite at a Glance”: 1000 copies

The technical specifications have been provided in Section 3 of this Scope of Works.

1.4. Promotional Items for the 17 September 2026 Event

For the event scheduled for 17 September 2026, the Service Provider shall design, brand, produce, package and deliver the following promotional items. The quantities below are indicative and will be confirmed at the time of ordering. All items must comply with the applicable specifications set out in Promotional Materials Specification of this Scope of Works.

1.4.1. Intersite Lapel Pin: Quantity 150 pins

1.4.2. General Promotional Giveaways

Quantity: 500 branded pens for general distribution to event attendees, in accordance with the branded pen specifications in Section 5.2.2.2.

1.4.3. Key Stakeholder Gift Packs

Quantity: 60 gift packs for identified key stakeholders in a gift bag. Each gift pack shall comprise one premium notebook and one executive pen gift set, professionally packaged and branded in accordance with the relevant specifications, branded USB Flash Drive and Large Mouse Pad.

1.4.4. Renewable Energy Partnership Promotional Items

Quantity: 100 branded power banks for targeted stakeholders and prospective partners, in accordance with the power bank specifications. The branding and accompanying call-to-action shall promote Intersite's renewable energy initiatives and invite interested parties to contact Intersite regarding potential partnership opportunities.

1.5. Digital Marketing and Content Coverage for the Event

The Service Provider shall provide on-location digital marketing and content coverage over the two days of the event, in accordance with the applicable Digital Marketing and Photography requirements of this Scope of Works. Coverage shall be limited to Intersite's participation, activities, engagements, presentations, exhibitions and other identified moments and shall not include continuous filming or recording of the entire event.

1.5.1. Scope of Coverage

- Professional photography of Intersite's participation, stakeholder engagements, presentations, exhibition activities and other priority moments identified by Intersite.
- Selective video recording of Intersite-specific activities over the two days, including short interviews, presentation extracts, stakeholder interactions and event highlights required for digital content.
- Development, editing and publication of approved social media content during the event, including photographs, short-form videos, captions, graphics and event updates suitable for Intersite's digital platforms.
- Post-event content development, including an event highlights video, edited image selection and platform-ready posts summarising Intersite's participation, key messages and stakeholder engagements.
- Provision of the personnel, photography and video equipment, editing capability, travel, accommodation and all associated costs required to deliver the on-location coverage over both days.

All content shall be aligned with Intersite's approved messaging and Corporate Identity and shall be submitted for review and approval prior to publication, except where Intersite has approved a real-time publication process and designated authorised approvers.

2. Digital Marketing

2.1. Objectives

- Increase brand visibility and strengthen Intersite's digital footprint.
- Promote retail vacancies, development opportunities and success stories.
- Support strategic PRASA communication where relevant (e.g., new stations, solar rollouts).

2.2. Channels & Tactics

2.2.1. Social Media

Platforms: LinkedIn, Facebook, Instagram, X.
Content themes:

- Development projects
- Station retail opportunities.
- CEO engagements and roadshows.
- Innovation and sustainability.
- Event highlights.

2.2.2. Paid Advertising

- Google Search Ads: leasing, retail, property.
- Social ad campaigns: targeted geolocation for station-based retail.

2.2.3. Email Marketing

- Monthly stakeholder newsletter.
- Investor & partner database segmentation.
- Launch-specific mailers.

2.2.4. Analytics & Reporting

- Monthly performance dashboards.
- Campaign-attribution analysis.
- SEO ranking improvements.

2.3. Website Launch Campaign

2.3.1. Objectives

- Create awareness of the new and improved Intersite website.
- Drive targeted traffic from tenants, investors, government partners, station users, communities within 5km radius and commuters.
- Position Intersite as asset investment entity.

2.3.2. Launch Activities

- Internal announcement (CEO message, staff briefing pack).
- Stakeholder announcement (partners, developers, municipalities).
- Media release distribution (trade, property, transport, government).
- Social media teaser → countdown → launch.
- Video walkthrough of website features.
- Pop-up banner on homepage for first 2 weeks.

3. Design, Production and Print

3.1. Corporate Documents Design, Production and Printing

Provide professional graphic design, layout, typesetting, content formatting, production, printing and related services for corporate publications and strategic organisational documents as and when required.

3.1.1. The scope of work includes, but not be limited to, the design, production, printing and electronic publication of:

- Corporate Plans
- Annual Reports
- Intersite Profile
- Intersite Brochures
- Investment and Property Portfolios
- Marketing and Promotional Collateral
- Exhibition and Conference Materials
- Other corporate publication required by Intersite from time to time.

3.1.1.1. Company profile:

Format & Layout
Size: A4 (210 × 297mm)
Orientation: Portrait or landscape
Pagination: 40 pages (excluding cover)
Design and Layout: Structured editorial layout with clear sections, infographics and imagery
Paper Specification: Inner pages: 100gsm high-quality gloss coated Self-Cover: 135gsm. Embossing
Printing: Full colour (CMYK), high resolution (300dpi)
Finishing: Saddle stitch or perfect binding (depending on spine thickness)

3.1.1.2. Brochure: “Intersite at a Glance”

Format & Layout
Size: A4 (210 × 297mm)
Orientation: Portrait or landscape
Pagination: 24 pages (excluding cover)
Design and Layout: Structured editorial layout with clear sections, infographics and imagery
Paper Specification: Inner pages: 100gsm high-quality gloss coated Self-Cover: 135gsm. Embossing
Printing: Full colour (CMYK), high resolution (300dpi)
Finishing: Saddle stitch or perfect binding (depending on spine thickness)

3.1.1.3. Ad Hoc Brochures and Marketing Publications

Format & Layout
Size: As required, including but not limited to A3, A4, A5, DL, square, gatefold, trifold, bifold, and custom formats.
Orientation: Portrait or landscape, depending on communication requirements.
Pagination: Variable, as determined by the specific publication requirements.
Design and Layout: Professional, high-quality design aligned with the approved Intersite Corporate Identity (CI) guidelines, incorporating appropriate imagery, infographics, data visualisation, and editorial layouts suitable for the target audience and purpose.
Content: Intersite may provide key messaging, data, source material and specific content requirements. The Service Provider shall review and develop this material into complete, audience-appropriate content and, where required, research, draft and propose additional content aligned with Intersite’s brief, objectives and approved messaging. All content shall be subject to Intersite’s review and approval. The Service Provider shall also be responsible for copy-editing, proofreading, content formatting, design, layout and preparation of print-ready artwork.
Paper Specification: Paper stock and finishing requirements shall be appropriate to the intended use and approved by Intersite prior to production. Quality shall be consistent with the standards specified for the Company Profile and "Intersite at a Glance" publications.
Printing: Full colour (CMYK), high-resolution print production (minimum 300dpi), with colour consistency maintained across all publications.
Finishing: As required, including but not limited to folding, saddle stitching, perfect binding, embossing, laminating, die-cutting, spot UV, or other professional finishing techniques.

Production Volumes: Quantities will be specified on a case-by-case basis. The Service Provider shall be able to accommodate varying print runs, from limited quantities for stakeholder engagements to larger production volumes for campaigns, conferences, exhibitions, and corporate events.
Deliverables: Editable source files, print-ready artwork, and printed copies where required by Intersite.

3.1.2. Provide end-to-end services including:

- Concept development and creative design
- Graphic design and branding alignment
- Content development and provision in accordance with Intersite's requirements
- Professional copy-editing and proofreading
- Content layout and typesetting
- Infographic development and data visualisation
- Photography integration and image enhancement
- Print-ready artwork preparation
- Digital and interactive document development
- E-book and PDF publication formats
- Printing, packaging and national distribution

4. Promotional Materials Specification

4.1. Objectives

Support events/campaigns/launches, retail leasing and stakeholder programmes with high-quality branded collateral as and when required. Quantities provided below will be used for comparative pricing purposes and will be confirmed at the time of ordering. Intersite may select alternative apparel and/or promotional items to those specified below, based on its requirements at the time of ordering. Final apparel selection, specifications, quantities and designs will be confirmed at the time of order and must be supplied at competitive market-related pricing.

4.2. Corporate Office Branded Promotional Materials

4.2.1. Staff Apparel

4.2.1.1. Branded golf shirts

Quantity:120

Fabric: 180–200gsm, poly-cotton blend (65% polyester / 35% cotton)
Fit: Unisex + ladies fitted options
Colours: Corporate colours (Pantone-matched)
Branding: Embroidered Intersite logo (left chest, ±80–100mm width) and embroidered PRASA subsidiary logo (left shoulder, ±80–100mm width
Features: Collar with 2–3 button placket, breathable, colourfast
Sizes: XS–5XL (size curve to be confirmed)

4.2.1.2. Formal shirts/blouses with logo embroidery

Quantity: 30 (15 Men / 15 Ladies)
Fabric: Cotton-rich (≥60% cotton) or easy-care fabric
Fit: Tailored men's & ladies' styles
Colours: White / light corporate colour
Branding: Embroidered logo (left chest, subtle finish)
Features: Wrinkle-resistant, long + short sleeve options

4.2.1.3. Branded Classic bomber jackets

Quantity: 120
Fit: Men's and Ladies' cuts
Collar: Ribbed knit collar
Cuffs & Hem: Ribbed trim (elasticated for snug fit)
Closure: Metal full front zip
Pockets: Two side pockets (zip)
Colour: Corporate Colour
Branding: Embroidered Intersite logo and embroidered PRASA subsidiary logo (left shoulder)

4.2.1.4. Branded Caps

Quantity: 150
Type: 6-panel structured cap
Material: Brushed cotton
Closure: Adjustable (metal buckle)
Branding: Embroidery front (high-density stitching)
Colours: Corporate colour

4.2.1.5. Intersite Lapel Pins

Quantity: 100
Type: Metal lapel pins with the Intersite logo design
Finish: Nickel plating
Branding: Enamel-filled logo (hard enamel preferred for premium feel)
Size: ±20–25mm

Attachment: Butterfly clutch backing

4.2.2. Office & Work Essentials

4.2.2.1. Branded pens

Quantity: 1000
Type: Ballpoint
Material: Metal (mid-range quality)
Ink: Black
Branding: Screen print logo

4.2.2.2. Laptop sleeves

Quantity: 100
Material: Polyester
Sizes: Compatibility with standard size
Branding: Rubber badge logo
Features: Padded interior, compartments and durable zip

4.2.2.3. Large Desk Mouse Pads

Quantity: 100
Size: Minimum 800mm × 300mm, suitable for a keyboard and mouse
Material: Smooth, durable polyester fabric surface with a non-slip natural rubber base
Thickness: Minimum 3mm for comfort and durability
Features: Stitched edges to prevent fraying, water-resistant surface and easy to clean
Branding: Full-colour, high-resolution sublimation print across the desk mat, aligned with the approved Intersite Corporate Identity
Colour: Approved corporate colours and artwork

4.2.2.4. USB flash drives

Quantity: 200
Capacity: 32GB
Type: USB 3.0 with dual ports incl. C-type
Branding: Screen printed

4.2.2.5. Power banks

Quantity: 100
Capacity: 10,000mAh
Output: Dual USB (fast charge capability and a charging cable)
Branding: Printed logo

4.2.3. Corporate & Executive Items

4.2.3.1. Leather folders

Quantity: 100
Material: Genuine leather
Size: A4
Branding: Embossed logo
Features: Document pockets, pen holder and notepad slot

4.2.3.2. Executive pens (gift sets)

Quantity: 100
Material: Metal (premium finish)
Packaging: Gift box not branded
Branding: Laser engraving
Ink: Black

4.2.3.3. Business card holders

Quantity: 100
Material: Stainless steel
Branding: Engraved logo
Capacity: ±30 cards

4.2.3.4. Premium notebooks

Quantity: 100
Cover: Leather premium finish
Pages: 200 pages, 90gsm
Branding: Embossing

4.2.4. Promotional Items

4.2.4.1. Water bottles

Quantity: 100
Material: stainless steel
Capacity: 750ml
Branding: Laser engraving (for metal)

4.2.4.2. Coffee mugs

Quantity: 200
Material: Ceramic
Capacity: 350ml
Branding: Sublimation

4.2.5. Promotional materials for external use

4.2.5.1. Events & Launches

2m Branded Pull-Up Banners
Quantity: 20
Size: 850mm (W) × 2000mm (H) standard
Material: PVC banner 440gsm
Structure: Aluminium retractable base (weighted for stability)
Branding: Full-colour, high-resolution print
Finish: Matte
Carry Case: Padded carry bag included

4.2.5.2. Wall banners

Quantity: 8
Size: Custom 3m X 1.5m
Material: Fabric stretch banner
Branding: Full-colour print
Finishing: Frame

4.2.5.3. Branded Podium

Specification: Branded, with ability to cater for microphones, laptop, etc.
Quantity: 5
Material: Acrylic frame with branded wrap
Branding: Front panel graphic logo vinyl
Dimensions: Standard lectern height ±1100–1200mm

4.2.5.4. Retail & Property Marketing

Leasing brochures
Quantity: 100
Size: A4 (210 × 297mm), 4 pages (bi-fold)
Paper: 150–170gsm gloss
Design and Layout
Print: Full colour (CMYK), high resolution (300dpi)
Finish: Gloss

4.2.5.5. A4 Company fact sheet

Quantity: 100
Size: A4 single page
Paper: 150–200gsm gloss
Print: Full colour
Design and layout

5. Photography

Applicable across:

- Gauteng
- KwaZulu-Natal
- Western Cape
- Eastern Cape

5.1. Provision of professional photography services to support:

- Corporate communications
- Events and launches
- Retail and property marketing
- Branding and promotional campaigns
- Digital content (website, social media, presentations)

5.2. Photography Categories

- Corporate Photography
- Events & Launch Photography
- Property, Project & Retail Photography
- Marketing & Campaign Photography

5.3. Image Specifications

5.3.1. Resolution: Minimum 300dpi for print, high-resolution RAW capture

5.3.2. Formats Delivered:

High-resolution JPEG (print-ready)
Optimised web versions (compressed)
RAW files
Colour Format:
RGB (digital use)
CMYK conversion where required for print

5.3.3. Editing & Post-Production

Colour correction and exposure adjustment
Cropping and alignment
Retouching (light to moderate for corporate use)
Image enhancement for marketing quality
Consistency across image sets

5.3.4. Deliverables

Curated selection of final edited images
Minimum expected outputs:

- Events: 50–150 images per event
- Corporate shoots: 10–30 images per session
- Property shoots: 20–50 images per site
- Digital delivery via secure download link or cloud platform or USB

6. Appendices: Technical Evaluation Response Templates

Bidders must complete the applicable templates below and submit them with the technical proposal. Information stated in these templates must be consistent with, and supported by, the evidence required under Section C: Technical Criteria. Where additional space is required, bidders may reproduce the relevant table using the same headings. By submitting a bid, the Bidder warrants that all information, declarations, representations and commitments made in its submission are true, complete and accurate. If, at any stage after appointment, any such information, declaration, representation or commitment is found to have been false, misleading or materially inaccurate at the time it was made, this shall constitute a material breach of contract. Without limiting any other rights or remedies available to Intersite, Intersite may terminate the contract and recover from the Service Provider all losses, damages, costs and expenses reasonably incurred or suffered as a direct result of, or arising from, the false, misleading or materially inaccurate statement or commitment.

6.1. Appendix A: Company Relevant Experience Declaration (Criteria 1.1, sub-criteria 1)

Complete this declaration for Technical Criterion 1.1, Sub-Criterion 1. The period claimed must relate to the bidding company and be supported by the evidence specified in the criterion.

Date company commenced providing services relevant to the Scope of Works	
Total relevant experience claimed in completed years and months	
Company registration evidence reference	
Reference letter(s) evidencing relevant work during the claimed period provided? (Yes/No)	

6.2. Appendix B: Project Experience Schedule (Criteria 1.1, sub-criteria 2 and 3)

Complete one row for each project submitted for Technical Criterion 1.1, Sub-Criteria 2 and 3. Mark all applicable service areas. Each project must be supported by the corresponding reference letter required by the criterion.

No	Client Details	Project Description	Digital Marketing	Corporate Video and Multimedia	Corporate Publication	Photo-graphy	Promo Items	Commence ment Date	Completion Date	Completed on Time	Complet ed within Budget	Reference Letter Attachment Reference
1			Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			Yes / No	Yes / No	
2			Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			Yes / No	Yes / No	
3			Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			Yes / No	Yes / No	
4			Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			Yes / No	Yes / No	
5			Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			Yes / No	Yes / No	
			Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			Yes / No	Yes / No	
			Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			Yes / No	Yes / No	
			Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			Yes / No	Yes / No	
			Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			Yes / No	Yes / No	
			Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			Yes / No	Yes / No	
			Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			Yes / No	Yes / No	
			Yes / No	Yes / No	Yes / No	Yes / No	Yes / No			Yes / No	Yes / No	
Total Number of Service Areas												

6.3. Appendix D: Digital Marketing Team Schedule (Criteria 1.2, sub-criteria 1)

Required function	Proposed person	Qualification(s)	Relevant years of experience	Relevant completed assignments	Signed CV attachment reference
Social media content and community management					
Paid digital advertising, including Google and social media campaigns					
Email marketing and database segmentation					
Digital analytics, campaign attribution and performance reporting					
Digital campaign coordination and account management					

6.4. Appendix E: Creative Content and Multimedia Team Schedule (Criteria 1.2, sub-criteria 2)

Required function	Proposed person	Relevant years of experience	Relevant completed assignments	Signed CV attachment reference
Copywriting, copy-editing and proofreading				
Graphic design, publication layout, infographics and print-ready artwork				
Professional photography and image post-production				
Corporate video production, filming, editing and post-production				

6.5. Appendix F: 360°/VR Production and Event Deployment Capacity Confirmation (Criteria 1.2, sub-criteria 3)

Immediate commencement upon appointment confirmed for delivery by 16 September 2026	Yes / No
Personnel responsible, including roles	
360° capture and production equipment available	Yes / No
VR equipment available	Yes / No

The Bidder is required to submit the project experience as required in the evaluation criteria.

6.6. Appendix G: Urgent Production and Delivery Capacity Confirmation (Criteria 1.3, sub-criteria 1)

Complete this confirmation for Technical Criterion 1.3, Sub-Criterion 1. Mark Yes only where the bidder commits to deliver the full stated category by 16 September 2026.

No.	Category	Commit to full delivery by 16 September 2026
1	150 Intersite lapel pins	Yes / No
2	500 branded pens	Yes / No
3	60 complete key-stakeholder gift packs	Yes / No
4	100 branded power banks	Yes / No
5	1,000 Company Profile brochures and 1,000 “Intersite at a Glance” brochures	Yes / No
	Total Number of Categories confirmed	

6.7. Appendix H: Promotional Product, Apparel and Branding Category Capability Declaration (Criteria 1.3, sub-criteria 2)

No.	Category	Previously supplied	Capacity to supply under this contract
1	Branded apparel and embroidery	Yes / No	Yes / No
2	Metal and enamel items, including lapel pins	Yes / No	Yes / No
3	Technology items, including USB flash drives and power banks	Yes / No	Yes / No
4	Executive gifts, stationery and packaged gift sets	Yes / No	Yes / No
5	Display, signage and large-format branded materials	Yes / No	Yes / No

6.8. Appendix I: Regional Service Delivery Declaration (Criteria 1.3, sub-criteria 3)

Region	Personnel for on-site services	Delivery of printed materials, promotional items and event collateral	Installation, set-up or technical support where required	All services at tendered rates without regional premiums	Overall capability confirmed
Gauteng	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
KwaZulu-Natal	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Western Cape	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Eastern Cape	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

7. Bill of Quantities (BOQ)

Bidders will be required to complete the following Bill of Quantities for Pricing:

No.	Item	Description	QTY	Unit Price	Total Amount
1	**Corporate Video**	10-min and 1min Corporate Video	1		
2	**VR Video Experience**	VR experience to be used at conferences (rental pricing)	3		
3	**Company Profile Brochures**	Company Profile brochure for distribution	1000		
4	**Intersite at a Glance Brochure**	Brochure of Intersite at a Glance for distribution	1000		
5	**Intersite Lapel Pin**	Promotion Items for event of 17 Sept	150		
6	**Branded Pens**	Promotion Items for event of 17 Sept	1000		
7	**Key Stakeholder Gift Pack**	Promotion Items for event of 17 Sept. Pack will include gift bag, premium notebook, executive pen set, branded USB Flash Drive and Large Mouse Pad	60		
8	**Branded Power Bank**	Promotion Items for event of 17 Sept	100		
9	**Digital Marketing Content and Services (event 17 Sept)**	Digital Marketing coverage for the event of 17 Sept	1		
10	**Digital Marketing (overall)**	General Digital Marketing services as per specification	1		
11	**Branded Golf Shirts**	Golf Shirts as per specification	120		
12	**Formal Shirts/Blouses**	Formal Shirts/Blouses as per specification	30		
13	**Branded Classic Bomber jackets**	Jackets as per specification	120		
14	**Branded Caps**	Caps as per specification	150		
15	**Laptop Sleeves**	Laptop Sleeves as per specification	100		

No.	Item	Description	QTY	Unit Price	Total Amount
16	**Large Desk Mouse Pads**	Large Desk Mouse Pads as per specification	100		
17	**USB Flash Drives**	USB Flash Drives as per specification	200		
18	**Leather Folders**	Leather Folders as per specification	100		
19	**Executive Pen Set**	Pen Gift Set as per specification	50		
20	**Business Card Holders**	Business Card Holders as per specification	100		
21	**Premium A5 Notebooks**	Notebooks as per specification	50		
22	**Water Bottles**	Bottles as per specification	100		
23	**Coffee Mugs**	Mugs as per specification	200		
24	**Branded Pull Up Banners**	Banners as per specification	20		
25	**Wall Banners**	Banners as per specification	8		
26	**Podium**	Podium as per specification	5		
27	**Leasing Brochures**	Brochures as per specification	100		
28	**A4 Company Fact Sheet**	as per specification	100		
29	**Photography Services**	Photography services as per scope of works	1		
	Total				

All pricing must include VAT and disbursements.