



CRICKET SOUTH AFRICA

INVITATION TO BID

BID DESCRIPTION: APPOINTMENT OF THE DESIGN AND PRODUCTION AGENCY FOR 3 YEARS.

BID NO: CSA/17/2024/25

CSA is an affiliate of the South African Sports Confederation and Olympic Committee (SASCOC) and a Full member of the International Cricket Council (ICC).

CSA is the national governing body for the sport of cricket in South Africa. It administers all aspects of South African cricket.

CSA business is conducted on a non-profit basis with the intent and purpose that its capital and income, from whatever sources, shall be applied solely towards the promotion of its objective and the advancement of cricket in South Africa, contributing to the sustainability and growth of cricket in the regions of its respective Members. CSA currently has 15 Affiliate Members and 10 Ancillary Members..

NATURE OF SERVICE REQUIRED

CSA would like to invite a suitably qualified design and production agency with in-depth knowledge and experience in media management, public relations, marketing, communications, design, desktop publishing, social media and production. The agency should have a minimum of 5 years of experience in design and production services.

OBTAINING OF BID DOCUMENTS AND DEADLINES REQUEST FOR PROPOSAL DESCRIPTION	THE DESIGN AND PRODUCTION SERVICES, FOR THE PERIOD OF THREE (3) YEARS.
COMPULSORY BRIEFING SESSION (MS TEAMS)	Wednesday, 26 February 2025 @ 11h00 NB: Persons attending the compulsory briefing/clarification meeting and site visit must be duly authorised to represent the bidder. Persons arriving more than 15 minutes after the commencement of the clarification meeting will not be admitted into the meeting room and will be deemed to have not attended the meeting and as such, will be precluded from submitting a bid.

COST AND CLOSING DATE FOR PURCHASE OF BID DOCUMENT	<p>Thursday, 27 February 2025 @ 16h00</p> <p>The bid documents will be acquired at a fee of R2 000.00, VAT inclusive (non-refundable),</p> <p>The non-refundable deposit of R2 000.00 (Two Thousand Rands Only) is payable through EFT for the bid documents. Bidders must present proof of payment to sindisilen@cricket.co.za before the bid documents and all supporting Annexures can be shared with them.</p> <p>Please note that the bidders' final bid document will be linked to proof of payment. <i>(See banking details below).</i></p>
BANKING DETAILS	<p>Account Name: Cricket South Africa (NPC)</p> <p>Bank: Standard Bank</p> <p>Branch name: Rosebank</p> <p>Account no: 001640267</p> <p>Reference no: Design and Production Agency</p>
QUESTIONS CLOSING DATE	Friday, 28 February 2025 @ 16:00
CLOSING DATE FOR PROPOSAL SUBMISSION	Monday, 24 March 2025 @ 12:00 PM.

PAYMENT, OBTAINING OF BID DOCUMENTS AND DEADLINE

Bid documents can only be obtained on presentation of proof of payment to sindisilen@cricket.co.za

NB: It is the bidder's responsibility to ensure that all parts of the bid submission are received by the due date and time. Bids received after the deadline will not be considered.

CONTACT DETAILS

All Enquiries: Ms Sindisile Nyandeni, email: sindisilen@cricket.co.za