

**Gaborone Office**

Private Bag 00512, Gaborone, Botswana  
Plot 50361, Block D, Carlton House  
Fairgrounds, Gaborone, Botswana  
Tel: +267 361 4267 | Fax: +267 393 6239

**Jwaneng Office**

Township Housing Office Block,  
Office No.9  
Tel: +267 588 4849

**Orapa Office**

HR Block,  
Office No.11  
Tel: +267 290 2323

**DPF**  
DEBSWANA · PENSION · FUND

# REQUEST FOR CREATIVE PROPOSALS: ADVERTISING AGENCY SERVICES

The Debswana Pension Fund (DPF) invites creative proposals and quotations from prospective advertising firms to work with the DPF on the implementation of its annual communication plan.

The DPF is seeking to identify and select a panel of advertising agencies to work with on a three year period and as needed basis effective **April 2019**.

Interested agencies may request the following documents from the DPF via email

**1. The detailed RFP****2. Creative Briefs referenced:**

- Creative Brief DPF001/2019– Development, design & production of internal and external Newsletters – **3 year term**
- Creative Brief DPF002/2019– Development, design & production of internal and external Branding – **3 year term**
- Creative Brief DPF003/2019- Development, design & production of 2018 DPF Annual Report – **once off**
- Creative Brief DPF004/2019- Development, design & production of 2020 Pensioner Calendar – **once off**

**3. The DPF Brand Identity & Standards Manual**

Email enquiries / request for information may be sent to the following address: [oletsholo@debswana.bw](mailto:oletsholo@debswana.bw) and copied to [bokamoso@debswana.bw](mailto:bokamoso@debswana.bw)

**Deadline and Submission Procedure:**

The DPF must receive all proposals no later than **3:00pm, Friday 8<sup>th</sup> March 2019**.

**Quotations and supportive creative proposals must be delivered in hard copy and USB to:**

The Risk & Compliance Coordinator  
Private bag 00512, Gaborone, Botswana  
Plot 50361 Block D, Carlton House; Fairgrounds  
Email to [mleteane@debswana.bw](mailto:mleteane@debswana.bw)

**DPF Values:**

Customer focused | Trust and Integrity | Innovation | Agility | Self-Driven and Motivated



[www.dpf.co.bw](http://www.dpf.co.bw)