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Film and Publication Board

We inform. You choose.

# TERMS OF REFERENCE

## REQUEST FOR QOUTATIONS FOR BRANDING SERVICES FOR FPB CORPORATE HEAD-OFFICE BRANDING

The Film and Publication Board (FPB) is a public entity of the Department of Home Affairs, established in term of Films and Publications Act 65, 1996; amended in 2004 (amended in 2009). The FPB is mainly concerned with classification of materials (films, certain publications and games), and protection of consumers, in particular children and inspired FPB's tagline **"We inform, You choose".**

**The mandate of the FPB can be summarized as follows:**

- Regulate the creation, production, possession and distribution of films, games and certain publications by way of classification
- protect children from exposure to disturbing and harmful material and from premature exposure to adult material
- render the use of children in and exposure of children to pornography a punishable offence

## OBJECTIVES

The Film & Publication Board wishes to appoint an experienced service provider to brand the new Head – Office of the Film and Publication Board located in Eco-Park; Centurion.

## BACKGROUND

The Film & Publication Board is to relocate to new offices as of 15 November 2011.

In order to ensure the visibility of the FPB and to make for easy identification of the FPB Head-Office, the FPB is required to brand its new offices in line with the organizational Corporate Identity Manual.

The new address is Eco Glade 2, 420 Witch Hazel Street, Eco Park; Centurion.

## EXPECTED DELIVERABLES

The appointed Service Provider would be expected to deliver the following;

- FPB Logo's in colour to be affixed on the four (4) main pillars (with illumination) that constitute the entrance points to the Corporate Head Office
- FPB Logo and "Film and Publication Board" inscribed for branding of the Main Entrance to Office Park by Security Gate
- FPB Branded Parking Signs for Visitors and Deliveries (Parking Bays)

**NB: This is a request for quotations and site visits are permitted.**

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