Procurement - OL_160,Procurement S
- Amendment (1)
- Brief (1)
- External Document (3)
- Email Notifications (4)

Job Brief History 16735

Client	O&L Centre (Pty) Ltd	**Date Open**	2026/10/09
Product	Procurement - OL_160	**Presentation Date**	
Element	Procurement Section on OL Website F27- OL_160 (HOUSE)	**Production Delivery**	
Campaign	O&L Centre - SLA	**Deadline Date**	
Contact	Yolandie Van Wyk	**Media Start**	
Category	House	**Finish Date**	
Distribution List		**Close Date**	
Current Status		**Quantity**	
Notes		**Size**	
		Colour	
		Language	
		Budget	

Amendment: 8110

Reference: Web 6 hours allocation

- Web - Alfonso
- PC - Raonga

Job: 6 Hours allocation for this job

- Based on the below approved CE by procurement, only 6 hours can be used for this job for Alfonso please.
- Alfonso, if you exceed the 6 hours, please discuss with us so we can obtain additional approval pls.

COST ESTIMATE

CLIENT:	**Martin Theron** **OL Centre**
DESCRIPTION:	**Procurement Section on OL Website**
DATE OF EVENT:	
DATE OF QUOTE:	**9-Sep-26**

ITEM	QUANTITY	TOTAL N$
Procurement Section on Website		
Web Developer| Build the Procurement section, create tabs/navigation, tender listing template, downloadable documents section, FAQ section, tender detail template, links and content structure	1	5,382.00
Communication Specialist costs|Copy review, tone-of-voice check, content quality control and ensuring Procurement content aligns with the overall website tone and style.	1	4,041.00
Art Director|Visual/design support and standardisation of Procurement templates and downloadable documentation look-and-feel	1	783.00
Brand and Project Coordination | Client liaison, briefing, quotation management, stakeholder follow-up, approvals, quality checking and managing back-and-forth with Procurement.	1	2,856.00
Brand and Project Management| Overall project oversight, quality assurance, approvals and final review of Procurement content and functionality.	1	1,010.00

This Cost Estimate is only valid for 7 days. Signed confirmation and a _____ deposit is required to start production of Cost Estimate. Kindly note should we not receive a deposit on time, we can not guarantee product delivery on time. Cost Estimate does not include Transportation and Import fees from South Africa.

TOTAL Exl VAT **14,072.00**

Thank you

Brief: 2315

Reference: OL GROUP WEBSITE | PROCUREMENT SECTION

OL GROUP WEBSITE | PROCUREMENT SECTION
- Web: Alfonso - Please only allocate 6 hours
- Deadline: Please Advise
- PC: Raonga

Background
The Procurement team requested the addition of a dedicated Procurement section to the OL Group website to support the publication and management of tenders, RFQs and related procurement information. The objective is to provide a central digital platform for suppliers while reducing reliance on traditional newspaper advertising.

Project Objective
Develop a Procurement section on the OL website using existing website components and functionality to minimise development costs and ensure consistency with the current website structure.

Development Requirements Extract:
Create a Procurement landing page using existing website components.
Configure navigation and page structure.
Create a reusable Tender Listing page.
Create a reusable Tender Detail template.
Create a Downloadable Documents section.
Create an FAQ section using existing FAQ functionality.
Support multiple attachments per tender.
Include tender reference, description, closing date, status and contact details on each tender page.
Do not include online submission functionality in Phase 1.

Proposed Website Structure
The Procurement section should consist of the following key areas:
Tenders
Tender listing page
Reusable tender template
Tender reference number
Description
Closing date
Tender status
Inquiry/contact details

Supporting documents and attachments
Downloads / Procurement Documents
RFQ and RFP templates
Supplier-related documentation
Vendor Code of Conduct (once approved)
Additional procurement resources

Frequently Asked Questions (FAQ)
FAQs supplied by Procurement
Presented using existing website FAQ functionality
How to Apply / Supplier Information
Supplier onboarding information

Procurement process overview
Downloadable supplier documents and forms
Content Available

Procurement has already supplied:
FAQs
RFQ templates
RFP templates
Procurement policies and procedure documents are for internal use and will not be published on the website. A Vendor Code of Conduct may be added once approved.