

**2025 Advertising Media Planning & Buying Agency of Record RFP
AND
2025 Advertising Creative Agency of Record RFP
Addenda #2 re: Submission**

The RFP indicates that bid submissions are required through the Biddingo tendering website. This feature is not enabled in Biddingo, therefore you will not be able to do this. Instead Bidders must submit Bids as follows:

1. It is preferred that each vendor submits a single pdf file containing all information.
2. The file name needs to include both the RFP name and the vendor name, for example
 - a. CreativeRFPforABCAgency.pdf
 - b. MediaRFPforABCAgency.pdf
 - c. CreativeAndMediaRFPforABCAgency.pdf
3. Upload the Bid to this link: <https://kucnextcl01.kings.kucits.ca/s/CJskNsQf7b3TczL>
4. Send an email to the RFP Coordinator, tiffany.chisholm@kings.uwo.ca, indicating that you have uploaded your document being sure to include the file name in the email as well.

If there are any issues with the upload, contact the RFP Coordinator,
tiffany.chisholm@kings.uwo.ca.