

TRANSNET PROPERTY
SUPPLIER / PROCUREMENT BRIEFING DOCUMENT

INTERNAL INFORMATION	SOURCING DEPT.	Marketing
	ITEM	- Hiring of Festive season centre decorations. - Supply, delivery of marketing and branding material for a period of 12 months as and when required.

	RFQ INSTRUCTIONS	Service provider will be required: 1. to submit an artist impression of the directional signage. 2. To provide samples of all the requested items for approval. 3. Branding CI will be provided 4. Content for flyers and posters will be provided. 5. All artwork to be approved by Transnet Property. 6. No production of items should take place until approvals have been received. 7. Vinyl decal services will be sourced as and when required for a period of 12 months.
	SPECIAL INSTRUCTION	Items required: <u>Hiring of Festive season centre decorations.</u> <u>Proposal of the look and feel should be submitted for approval.</u> ❖ Centre piece must be cohesive with the decorations on the ceiling grid in the rondhof ❖ No inflatable Santas or artefacts will be permitted. ❖ No tinsel will be permitted ❖ Trees must be larger than 2 metres ❖ Sufficient lighting should be provided for the entire centre

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		❖ Site visit will be required to ensure bidders know the areas to be decorated. <u>Marketing and branding collateral.</u> ❖ X2 Wall banner (4.45 X 2.25m) – designs to be provided ❖ X2 Pull Ups banners Luxury-BNW – designs to be provided ❖ X 100 branded Water bottle (500ml) ❖ X 200 branded reusable shopping bags (pantone code R-87, G-19, B-21 HEX - #571315) ❖ X100 flyers- A5 (Printing only) ❖ X50 branded Golf T-shirts (10XL, 20L, 10M & 10S) - (pantone code R-87, G-19, B-21 HEX - #571315) ❖ X50 branded Notebook (A5) ❖ X 4 Branded stretch tablecloths (pantone code R-87, G-19, B-21 HEX - #571315) ❖ X50 branded Power bank ❖ X50 branded Plastic keys ❖ X100 Branded lanyards (pantone code R-87, G-19, B-21 HEX - #571315) ❖ X50 branded Backpacks (pantone code R-87, G-19, B-21 HEX - #571315) ❖ Shop cover paper design will be provided. <u>Carlton Centre Signage</u> Clear visibility up to 9 metres. X20 Toilet signage ❖ X20 Evacuation/emergency signage ❖ X20 Shop directional signage Material thickness Coloured Perspex – Thickness of 6mm
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		Colour pantone code R-87, G-19, B-21 HEX - #571315. Signage size Width – 60 – 90 cm Height – 45 – 60 cm ❖ X15 Parking signage - 12mm for outdoor Material thickness Coloured Perspex – 12 mm Signage size : based on identified location Certain family of signs is Width – 60cm Certain family signs Width – 90 cm Certain family signs Height – 45 cm Certain family signs Height – 60 cm <u>Carlton Centre holding posters</u> ❖ X10 light box (pillar ground floor) posters (1.87 x 1.37) ❖ X30 Light box posters (1.38 x 1.04) ❖ Designs to be provided <u>Vinyl decal services</u> Monomeric Vinyl Thickness: 80–100 µm (0.008 – 0.010 cm) Service provider will be required to cover empty shop fronts with advertising vinyls. Design will be provided by Transnet Property. Service provider will be required to showcase previous/current work done to ensure competency.
	STANDARD INSTRUCTION	- No price variations will be accepted on issue of PO. - All produced material must receive physical sign off prior to print otherwise TP will not accept correction liability. - All deliveries only permitted during office hours

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		- Quotation must follow listing format numbering as per requirements. - All quotations must be valid for a minimum of 30 days.
	Pictures (examples) All designs to be approved by Transnet Property	