

REQUEST FOR INFORMATION

RFI NUMBER:	JW RFI 05/08/26 MSC	CLOSING DATE:	13 August 2026 @ 13:00 PM
DESCRIPTION:	PROVIDE PROMOTIONAL MATERIAL INCLUDING THE DESIGN, LAYOUT AND PRINTING OF ARTWORK ON AN “AS AND WHEN” REQUIRED BASIS.		
ISSUE DATE			
Submit via Email to:	maria.chirrindze@jwater.co.za OR Submit on the Etender portal using the link below https://www.etenders.gov.za/Home/opportunities?id=1		

ENQUIRIES MAY BE DIRECTED TO:

Bidding procedure enquiries <u>must</u> be sent to		Technical enquiries must be directed to	
CONTACT PERSON	Maria Chirrindze	CONTACT PERSON	Sibongiseni Dyani
TELEPHONE NUMBER	011 688 6610	TELEPHONE NUMBER	011 688 1966
E-MAIL ADDRESS (Submissions must be made to this address)	maria.chirrindze@jwater.co.za	E-MAIL ADDRESS	sibongiseni.dyani@jwaterco.za

SUPPLIER INFORMATION

NAME OF BIDDER			
STREET ADDRESS			
TELEPHONE NUMBER	CODE		NUMBER
CELLPHONE NUMBER			
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
CENTRAL SUPPLIER DATABASE No:			
MANUFACUTER OR THIRD PARTY(If Applicable)			

1. PURPOSE OF THE REQUEST FOR INFORMATION

The RFI response proposals is enquired to assist the organisation with business decision making purposes for an upcoming thirty-six (36) months Request for Tender with regards to budget, cost effectiveness, risk assessment, specific goals to include in the tender, award and allocation strategy to incorporate, firm or non-firm prices, pricing schedule and special conditions of tender.

2. BACKGROUND

Johannesburg Water requires the services of a suitably qualified and experienced service provider for the design, layout, production and printing of promotional materials on an as-and-when-required basis.

The promotional materials will support Johannesburg Water's internal and external communication, stakeholder engagement, corporate events, awareness campaigns and community outreach initiatives. The service provider will be required to deliver high-quality materials in accordance with Johannesburg Water's Corporate Identity and Brand Guidelines, agreed specifications and turnaround times.

The appointed service provider must have the necessary capacity, experience and resources to provide end-to-end services, including design, artwork, printing and delivery, and must be available for consultations and ad hoc meetings where required.

3. SCOPE OF WORK AND SPECIFICATIONS REQUIREMENT

3.1 REQUIREMENTS

The service provider will be required to provide promotional material including the design, layout and printing of artwork on an "as and when" required basis.

3.1.1 Service providers will be required to submit statement regarding the size and method of the proposed delivery of items.

3.2. DELIVERIES

3.2.1 Deliveries are to be made by road transport to the head office and some relevant sites and it is the tenderers responsibility to familiarize himself with the sites to establish the suitability of his vehicles to service the sites.

3.2.2 The tenderer is required to provide labour and equipment for the off-loading of the items. JW will not be responsible for this operation.

4. PRICE SCHEDULE

Item	Type of Gift	Colour	logo	Price per item
1.	Bottle Tritan and stainless steel,0,75L stainless steel lid, silicone band	Blue	COJ&JW logos	
2.	Watering cans 10L Plastic	Blue	COJ&JW logos	
3.	A3 gift bags with logo	Blue	COJ&JW logos	
4.	Lanyards Material: Polyester Size: 90 (l) X 0.5cm (w), Recess 2.7cm (diameter) Branding: Digital dome sticker	Blue	COJ&JW logos	
5.	Pencil case 600D	Blue	COJ&JW logos	
6.	Desk jug PET and PP as infuser Size: 1,800 ML Material: Plastic	Blue	COJ&JW logos	
7.	Drawstring bag 210D Material: 210D Size: 33cm (w) X 44cm (h)	Blue	COJ&JW logos	
8.	Lunch cooler 600D with aluminium foil lining	Blue	COJ&JW logos	
9.	Stationery set Cardboard tube 3 wooden pencils,15cm wooden ruler, eraser, wooden sharpener, crayons: kraft paper box 9(l) ×5(w) ×0.9(h),6×crayons	Blue	COJ&JW logos	
10.	Toothbrush holder cup Material: Bamboo Colour: White Volume Capacity: 241 ML	Blue	COJ&JW logos	
11.	Shoulder bag adjustable cross over shoulder strap 600D	Blue	COJ&JW logos	
12.	Water buckets, Size: 10 litres, Material: Plastic	Blue	COJ&JW logos	
13.	Flask and tumbler gift set Presentation box, Flask, Tumbler with flask and tumbler) Size: 450ML double-wall tumbler 500ML double-layer stainless steel	Blue	COJ&JW logos	
14.	A5 branded notebook with 120 lined pages	Blue	COJ&JW logos	
15.	Double wall tumbler and press 0.47L	Blue	COJ&JW logos	
16.	Fridge Magnet (square 6cm X6cm) with conservation tips	Blue	COJ&JW logos	



**DESIGN, UPGRADE, BUILD, REPAIR AND MAINTAIN
THE JW TELEMETRY SYSTEM**



Item	Type of Gift	Colour	logo	Price per item
17.	Puzzle (30 pieces)	Blue	COJ&JW logos	
18.	Ruler 30cm	Blue	COJ&JW logos	
19	Rubik's cube with water conservation tips in colour 3x3	Colours	COJ&JW logos	