

REQUEST FOR INFORMATION

RFI NUMBER:	JW RFI 28/11/2025
DESCRIPTION:	Service provider for the design, layout, printing as well as editing, proof reading and translation of marketing publications (on an as and when basis).
ISSUE DATE	28/11/2025
Submit via Email to:	maria.chirrindze@jwater.co.za

ENQUIRIES MAY BE DIRECTED TO:			
Bidding procedure enquiries <u>must</u> be sent to		Technical enquiries must be directed to	
CONTACT PERSON	MariaChirrindze	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@jwater.co.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			

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 invites service providers to respond to a Request for Information for the provision of the design, layout, printing as well as editing, proof reading and translation of marketing publications (on an as and when basis).

3. SCOPE OF WORK AND SPECIFICATIONS REQUIREMENT

3.1. REQUIREMENTS

The service provider will be required to design, layout, printing as well as editing, proof reading and translation of marketing publications (on an as and when basis).

4. PRICE SCHEDULE

CATEGORY 1

No	ITEM	REQUIREMENTS	PRICING
1.	Graphic Designer	Graphic designer: Diploma or degree or 1 year certificate in graphic design. (no short-courses of either 6 months or 3 months will be accepted) Project Leader Minimum of three years experience and execution of projects relating to the printing industry. No formal education or qualification required.	
	Copy Editor	Diploma or degree or 1 year certificate in copy editing and communication. (no short-courses of either 6 months or 3 months will be accepted)	
	Translator	Diploma or degree in Communication and Languages (no short-courses of either 6 months or 3 months will be accepted).	

CATEGORY 2

Design, layout, printing and proof reading and translation of marketing publications

1.	JW Brochure design, layout and printing • Full Colour • A4 • 115gsm gloss – double sided • Binding	100 000 R _____
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2.	JW Brochure • Full Colour • A3 • 115gsm gloss – double sided • Laminated finish • Binding	100 000 R_____
3.	JW Leaflet design, layout and printing • Full colour • A4 folded A5 • 115gsm gloss • Laminated finish	200 000 R_____
4.	JW Leaflet design, layout and printing • Full colour • A4 – Duplex • 115gsm gloss • Laminated finish	100 000 R_____
5.	JW Leaflet design, layout and printing • Full colour • A4 - One sided • 115gsm gloss • Laminated finish	100 000 R_____
6.	JW Leaflet - Full colour - A5 – Duplex • Full colour • 115gsm gloss • Laminated finish	100 000 R_____
7.	JW Poster • Full Colour • A2 • Laminated finish	100 000 R_____
8.	JW Poster • Full Colour • A3 • Laminated finish	10 000 R_____
9.	JW Leaflet • A4 folded to A5 • Full colour • 115gsm gloss • Laminated finish	100 000 R_____
10.	JW Leaflet - A4 – Duplex • A4 folded to A5 • Full colour • 115gsm gloss • Laminated finish	100 000 R_____
11.	JW Leaflet - Full colour - A4 - One sided • A4 folded to A5 • Full colour • 115gsm gloss • Laminated finish	100 000 R_____
12.	Wall Calendar - Full colour - A1	4000

		R _____
13.	Design and Printing of Desk Mock Up Calendars 8.5 x 5.5 inches - Full colour	4000 R _____
14.	Diary - Full cover colour design and printing - B5	3000 R _____
15.	Management Diary - Full cover colour design and printing - A4 with full name and designation written	500 R _____
16.	Licence disc sticker - Full colour - 90x90 mm	10 000 R _____
17.	Business Cards - Full colour - 50x90 mm	10 000 R _____
18.	Presentation folder - Full colour - 310x220 mm	5 000 R _____
19.	Booklet A4 Duplex (+/- 20 pages)-edit, layout and design 115gsm gloss - Laminated finish 230gsm cover with gloss laminated finish	10000 R _____
20.	Booklet A5-Duplex (+/- 50 pages) - Full colour 115gsm gloss - Laminated finish 230gsm cover with gloss laminated finish	100 000 R _____
21.	Disaster management plan – edit, design and layout 360 pages	1 R _____
22.	Disaster management plan - Full colour printing 360 pages 28pp text & 4pp cover - Text: 128gsm gloss - Cover: 30gsm gloss	100 R _____
23.	Safety Annual report – edit, design and layout 360 pagaes	1 R _____
24.	Safety Annual report – printing - Full colour printing 360 pages	R _____

	• 28pp text & 4pp cover • Text: 128gsm gloss • Cover: 30gsm gloss	
25.	Annual Report – edit, design and layout 358 pages	1 R_____
26.	Annual Report Printing • Full colour printing • 360 pages • 28pp text & 4pp cover • Text: 128gsm gloss • Cover: 30gsm gloss	20 R_____
27.	Business Plan –edit, design, layout 200 pages	1 R_____
28.	Business Plan Printing • Full colour printing • 360 pages • 28pp text & 4pp cover • Text: 128gsm gloss • Cover: 30gsm gloss	10 R_____
29.	Abridged Business Plan design, layout and translation 26 pages	1 R_____
30.	Abridged Business Plan printing A5 booklets • Full colour • 115gsm gloss • Laminated finish • 230gsm cover with gloss laminated finish	1000 R_____
31	A6 Z card – Duplex design, layout, and translation	1 R_____
32.	A6 Z card- Duplex printing • Full colour • 115gsm gloss • Laminated finish	10 000 R_____
33.	A6 K-fold cards - Duplex to be folded into a water droplet	10 000 R_____
34.	Flipper brochure design, layout and translation 2 pages	1 R_____

35.	Flipper brochure printing • Full colour • 115gsm gloss • Laminated finish	10 000 R_____
36.	Tear-off leaflets -A5	10 000 R_____
37.	Management of Incidents: design and layout of Investigation Template, Size A4 13 pages each	100 R_____
38.	Three Minutes Risk Assessment Booklets • Size A6 • 148 x 105mm • 100 pages each • Full colour • 15gsm gloss • Laminated finish	100 R_____
39.	Site Instruction Books • A4 (+-150 Pages) • Full colour • 115gsm gloss • Laminated finish	100 R_____
40.	Sustainability Strategy • Full colour printing • 100 pages • 28pp text & 4pp cover • Text: 128gsm gloss • Cover: 30gsm gloss	3 R_____
41	Mirror Stickers 200x200mm Gloss	10 000 R_____
	TOTAL	