

TRANSNET PROPERTY
ANNEXURE A - SUPPLIER BRIEFING / SCOPE OF WORK

INFORMATION	SOURCING DEPARTMENT	Marketing
	RFQ NUMBER	TP/2023/08/0002/39933/RFQ
	DESCRIPTION	FESTIVE SEASON CENTRE DECOR
	PROCUREMENT EVENT	PROCUREMENT, INSTALLATION, CLEARING OF CENTRE AND STORE IN AREA TO BE PROVIDED

INSTRUCTIONS	RFQ INSTRUCTIONS	<p>*NB* All service providers are required to submit a compulsory look and feel proposal (Powerpoint presentation format, must be in colour). The proposal is to be submitted online with the tender documents.</p> <p>All trees provided must be 2 metres and above. All areas to be decorated must be accompanied by Christmas lights.</p> <p>Supplier will also be required to install Christmas decoration and to remove and pack it neatly in the storeroom.</p>
	SPECIAL INSTRUCTION	<p>Service Provider to submit proposal plan, i.e. design.</p>

TP SUPPLIER BRIEFING DOCUMENT CONT.

		<p>1. The Retail Centre</p> <p>- Ground Floor</p> <ul style="list-style-type: none"> ❖ Walkway Ceiling (Spitz Store entrance) ❖ Walkway Ceiling (Spitz Store & Identity Store) ❖ Staircase railing next to the Glass elevator from Ground Floor down to the 100 Level & 200 Level floor. ❖ Area near Old Carlton Hotel Reception Walk way ❖ Pillars around the circle Rail. (Big Columns) ❖ Railing Circle ❖ Grid Hanging from the Ceiling (Above the Rondehof) ❖ Small & Main Street Walkway smaller Grid – Roof near Pep Cell & Standard Bank ATMs ❖ Small & Main Street Walkway Smaller Grid – Roof near Ster-kinckor & Galaxy World walkway ❖ Food Court Area, Ground Floor - Display Stage. ❖ Food Court Railing ❖ Railing on spiral Staircase from ground floor down to 100 level and 200 level floors. <p>- 100 level</p> <ul style="list-style-type: none"> ❖ Walkway ceiling near Markham’s Store ❖ Walkway Ceiling near Daniel J Store ❖ Walkway Ceiling near Pep & Linea Italia Store Entrance ❖ Walkway ceiling near Linea Italia & Planet Fitness ❖ Pillar next to the FNB ATMs ❖ Ceiling at the Health Square Corner ❖ Walkway Cleaning near Pep & Nedbank ❖ Walkway Ceiling near Gift Inn & African Queen ❖ Railing near Capitec Bank ❖ Pillar near Clicks Entrance ❖ Railing Circle <p>- Mezzanine level (Pick N’ Pay walkway)</p> <ul style="list-style-type: none"> ❖ Walkway centre Piece ❖ Walkway Ceiling
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TP SUPPLIER BRIEFING DOCUMENT CONT.

		<p>- 200 level</p> <ul style="list-style-type: none"> ❖ Walkway Ceiling Near Former Spur & MC Donald's ❖ Walkway Ceiling near Total Sports & Fish & Chips Store ❖ Walkway Ceiling near the Foschini & Jet Store ❖ Walkway Ceiling near Foschini & Fred The Red Store ❖ Ceiling near former Absa & Transnet Hub ❖ Centre Piece near former Absa & Transnet Hub Court/ Pillar ❖ Walkway Ceiling near former CIPC & Post Office ❖ Lower Square Court Centre Piece near Old Red Square & Cappello ❖ Walkway ceiling near Old Bears & Africa Lights & Sounds Store <p><u>2. Rondehof Main Centre Piece.</u></p> <ul style="list-style-type: none"> ❖ Centre piece must be cohesive with the decorations on the ceiling grid. ❖ No inflatable Santas or artefacts. ❖ Trees must be larger than 2 metres.
	<p>STANDARD INSTRUCTION</p>	<ul style="list-style-type: none"> - 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 - Quotation must follow listing format numbering as per requirements. - All quotations must be valid for a minimum of 30 days.