

066/2022/CSO/BRANDING/RFQ

DESCRIPTION:	Appointment of a service provider to supply corporate signage for the new TCTA premises.
DURATION:	Once Off
PROPOSED BID PROCESS:	RFQ
REQUESTOR:	Communication and Stakeholders
DIVISION:	Communication and Stakeholders
UNIT:	
ISSUE DATE:	16 th January 2023
DATE REQUIRED:	ASAP
CLOSING DATE:	26 th January 2022 @ 11h00
RFQ METHOD OF SUBMISSION	imosalakgotla@tcta.co.za and tenders05@tcta.co.za
ENQUIRIES:	imosalakgotla@tcta.co.za and tenders05@tcta.co.za

BACKGROUND

TCTA is moving to a new office building. In 2020, the COVID-19 pandemic necessitated that the organisation adopts a work-from-home strategy. This was partly to ensure the safety and well-being of employees and others. The remote work strategy also lowered operational costs, leading the organisation to decide to effect the changes permanently.

In line with the abovementioned approach, the organisation no longer needs all the space provided in the current office blocks, and a tender process was followed to procure new offices. The new office building will accommodate 40 permanent desks and 60 hot desks for employees who are required to go to the office or need a workspace.

Formal communication was sent to the organisation on 22 June 2022, and office building plans were approved by the TCTA project team on 20 July 2022. Since all contracts have been signed and a project plan has been approved with the move taking place between 25 September 2022 – 12 October 2022, the Communication and Stakeholder Departments must procure external and internal signage for the building.

The current signage on the Tuinhof Building cannot be recovered and moved to the new building because it is too small and has been worn out by the elements over the years.

SCOPE OF WORK

DETAILED DESCRIPTION OF GOODS/SERVICES

Indoor and outdoor signage will ensure that TCTA claims space in the streetscape and the shared building. A service provider is required to make and install signage for the new TCTA premises.

The winning bidder must supply TCTA with the following branded items:

1) Illuminated signage (Light Box) external building / Cut-out Letter signage

Outdoor building signage is an effective way to brand and draw attention to the organisation. These signs are ideal for high-traffic areas, making the business easy to find from the street or the road. It must be noted that the building is visible from the N1 Highway.

Bidders must be able to design and install two (2) illuminated outdoor 3D cutout signages for the exterior building. The signage must comply with the following specifications:

- Bidders must use the attached plans and submit a proposal, design and artwork layout. Signage designs must be in the following parameters:
 - 4m x 2m Signage for the front entrance of the building at the office park's facing the main gate.
 - 2m x 1m Signage for side entrance to TCTA
 - Signage must have a lightbox switch to turn on and off as required. Signages must light up in the evening and save electricity during the day.
 - Materials mainly used Acrylic, Stainless Steel Foam, Aluminium.

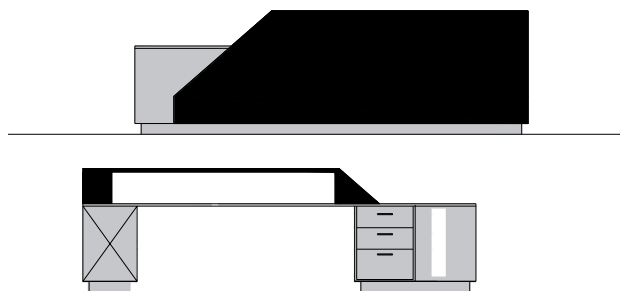
The appointed service provider will be responsible for installing signage and hiring all the additional equipment needed to erect the signage (Building height is approximately 15 -20 meters).

2) Branding in the Reception Area

Branding of the reception area is important because it is the first point of contact between TCTA and its stakeholders ("First impressions lasts"). Therefore, the branding in the reception area must have the following effect: -

- Bidders must provide artwork of the proposed design
- Design must be within the 2m x 1m size.
- The winning bidder must visit the TCTA office once the desk is built and installed.
- Designs must suite the proposed reception desk design below.
- It is proposed that an acrylic panel or vinyl graphics be placed on the front and back of the reception desk. The front of the desk must written "reception" and the back of the desk must be the (Full TCTA logo).

Below is the desk designs:



3) Pylon/Monoliths signage

Space is made available in the ground floor lobby area for exclusive use by TCTA.

It is proposed that an 800 mm x 1800mm Pylon signage post be installed to direct stakeholders to the correct door.

Pylon signs usually mark an entrance or approach.

The pylon must have a full TCTA logo

Bidder must install signage.

Below is sample of the signage requirements:



4) Acrylic Perspex Podiums

A podium has become a requirement for the organisation, as it has resolved that its events must be held internally as much as possible. A podium stand will be used for holding the notes and the microphone.

- Standard size: Base 600mm wide x 1180 high
- 10-15mm Thick Perspex
- Bidders must brand the podium with full colour TCTA logo on the front of the podium (acrylic

5) Welcome Floor Mats

- 2 x Rubber welcome floor mats at the door
- Berber Point full colour logo mats
- Indoor and outdoor that can withstand harsh South Africa weather
- High density fibers.
- Mats must have Edging
- 3m x 1.5m in size

COMPANY EXPERIENCE REQUIRED	
The company must have a minimum of 3 years of experience in providing corporate signage and branding.	
PERSONNEL EXPERIENCE REQUIRED	
The lead coordinator must have a minimum 3 years experience in branding, signage designing and installation.	
DELIVERABLES	
The selected service provider will be required to provide the following branded items to TCTA.	
Item Description	Quantity
4m x 2m Signage for the front entrance including installation	1
2m x 1m Signage for side entrance including installation	1
Reception Area back of desk 2mx1m	1
Reception Area front of desk	1
Pylon/Monoliths signage	1
Acrylic Perspex Podiums	1
Welcome Floor Mats	2
Delivery	1
Total exclude VAT	
VAT	
Total including VAT	

RETURNABLES	
MANDATORY	NON-MANDATORY
<ul style="list-style-type: none"> Company Profile <p><u>Personnel</u></p> <ul style="list-style-type: none"> The Lead Coordinator must have at least three years of relevant experience. The CV of the proposed Lead Coordinator including contactable references should be attached to the bid document. BBBEE certificate/sworn affidavit for EMEs or QSEs SBD 4 <p>FAILURE TO SUBMIT ANY MANDATORY DOCUMENT WIL LEAD TO YOUR SUBMISSION BEING DISQUALIFIED</p>	

TRANSFORMATION GOALS
n/a.

PROPOSED FUNCTIONALITY CRITERIA

A total of 100 points is allocated to this section. Bidders will have to attain a minimum score of 50 points to proceed to phase 2 of the evaluation process. Failure by the bidder to attain a score of 50 points out of 100 will disqualify them from proceeding further.

	FUNCTIONAL CRITERIA	WEIGHT
1.	Company Experience The bidding company must have a minimum of 3 years experience in branding, signage designing and installation.. ≥ 3 years experience = 50 points 3 years experience = 25 points 2 years experience = 0	50
2.	Personnel Experience The Lead Coordinator must have a minimum of 3 years experience. ≥ 3 years experience = 50 points 3 years experience = 25 points 2 years experience = 0	50

PROPOSED PRICING SCHEDULE

FORM 2: PRICING SCHEDULE

Pricing Schedule (All pricing must include warranty)

Item Description	Quantity	Price
4m x 2m Signage for the front entrance including installation	1	
2m x 1m Signage for side entrance including installation	1	
Reception Area back of desk 2mx1m	1	
Reception Area front of desk	1	
Pylon/Monoliths signage	1	
Acrylic Perspex Podiums	1	
Welcome Floor Mats	2	
Delivery	1	
Total exclude VAT		
VAT 15%		
Total including VAT		