



ADDENDA A & B

INDICATIVE SIGNAGE, WAYFINDING, FLAGS AND DIGITAL SYSTEMS SCHEDULES

Provision of Signage, Wayfinding and Related Digital Signage Services

Issued in support of the Terms of Reference



1. STATUS AND APPLICATION OF THESE SCHEDULES

DISCLAIMER: The quantities in these schedules are provisional planning estimates only. They do not constitute guaranteed final quantities or a commitment by Parliament to procure every listed item. Bidders remain responsible for independently verifying every quantity, dimension, location, service requirement and fixing method during the compulsory site inspection. Any variance must be recorded in the site-audit report and reconciled in the final priced bill of quantities. No manufacture may commence until Parliament has approved the site-audit report, shop drawings and final quantities in writing.

- Addendum A covers internal signage, office branding, flags and digital systems at the revamped floors of 90 Plein Street, the NCOP and Good Hope Building.
- Addendum B covers external and precinct signage, building identification, wayfinding, pylons, flags and digital systems serving 90, 100 and 120 Plein Street, the NCOP and Good Hope.
- All designs must comply with Parliament's approved corporate identity standards and, where applicable, heritage, structural, electrical, ICT, safety and accessibility requirements.
- Digital systems must be compatible with Parliament's network ICT infrastructure, via ethernet cabling or Wi-Fi (4G or 5G). Parliament's ICT representatives must approve the proposed hardware, software, connectivity, data and network requirements before implementation.
- The bidder's price must include design development, site verification, shop drawings, manufacture, supply, delivery, installation, electrical and data work, commissioning, testing, training, documentation, licences, handover and the approved maintenance requirements.
- All illuminated and powered elements must be installed by a registered electrician, and a Certificate of Compliance must be submitted at handover.
- The successful bidder must provide any other CMS licences and all administrative credentials, licences, passwords, encryption keys (where applicable) and ownership rights to Parliament.



ADDENDUM A – INTERNAL SIGNAGE, OFFICE BRANDING, FLAGS AND DIGITAL SYSTEMS SCHEDULE

SCOPE: Internal requirements for the revamped 3rd, 4th, 8th, 9th and 10th floors at 90 Plein Street, designated NCOP areas including Queen’s Hall, and Good Hope Building.

Ref.	Location / area	Signage or system	Minimum requirement	Unit	Indicative quantity	Final verification
B1.1	90 Plein Street – revamped 3rd, 4th, 8th, 9th and 10th floors	Floor identification	Full-colour Parliament-compliant floor identification at lift lobbies, stair/lobby approaches and other approved decision points.	Per floor	5 floors	Verify locations
B1.2	90 Plein Street – lift lobbies	Directories and directional signage	Lift-lobby directories and internal directional signage identifying offices, committee rooms, facilities and accessible routes.	Per location	10	Confirm at site visit
B1.3	90 Plein Street – lift-lobby access doors	Emblem and frosting	Full-colour Parliament emblem and approved privacy/safety frosting applied to identified access doors.	Per door	10	Confirm at site visit
B1.4	90 Plein Street – access-control points	Access-card point signage	Clear, durable identification and instructional signage at identified access-control points.	Per point	10	Confirm at site visit
B1.5	90 Plein Street – floor receptions	Reception desk and wall branding	Reception desk branding, wall identification and approved institutional branding appropriate to each reception area.	Per reception	5	Confirm at site visit
B1.6	90 Plein Street – designated internal areas	Mandate wall displays	Institutional mandate and identity displays using approved content, finishes, mounting and Parliament CI.	Per display	5	Confirm content/site
B1.7	90 Plein Street – committee rooms	Committee-room signage	Room identification, directional, occupancy/functional and accessibility signage, as applicable.	Per room	10	Confirm room schedule
B1.8	90 Plein Street – offices and office suites	Office identification	Office, suite, Member/official and functional-area identification using approved naming and changeable inserts where appropriate.	Per office	60	Confirm office schedule
B1.9	90 Plein Street – accessible facilities	Accessible-facility signage	Compliant tactile, pictogram, directional and facility identification signage at approved locations.	Per location	15	Confirm at site visit
B1.10	90 Plein Street – designated committee rooms and offices	Flags	Approved South African national and/or Parliament flags with suitable freestanding or fixed flagpoles, bases and fittings, as approved per location.	Per set	10 sets	Confirm users/locations
B1.11	90 Plein Street – receptions, lift lobbies and approved internal locations	Digital information, directory and wayfinding displays	Commercial-grade digital displays for directories, visitor information, official messaging and wayfinding, including secure mounting, players/controllers, power/data integration and CMS connectivity.	Per display	10	Confirm with ICT/site
B2.1	NCOP – designated offices and office suites	Office identification and branding	Office identification, wall/reception branding and related internal signage in line with approved Parliament CI.	Per office	20	Confirm office schedule



Ref.	Location / area	Signage or system	Minimum requirement	Unit	Indicative quantity	Final verification
B2.2	NCOP – designated committee rooms	Committee-room signage and branding	Committee-room identification, directional, functional and approved institutional branding.	Per room	6	Confirm room schedule
B2.3	NCOP – designated offices and committee rooms	Flags	Approved South African national and/or Parliament flags with suitable flagpoles, bases and fittings.	Per set	8 sets	Confirm users/locations
B2.4	NCOP – designated offices and committee rooms	Digital information, presentation and wayfinding displays	Commercial-grade displays for official messaging, presentations, room information and wayfinding, including secure mounting, power/data, control equipment and CMS integration.	Per display	8	Confirm with ICT/site
B2.5	NCOP Queen's Hall	Illuminated institutional feature wall / ceremonial backdrop	Freestanding feature wall manufactured to approved design, with concealed structure, integrated vertical LED lighting, accessible maintenance panels and heritage-sensitive installation.	Complete system	1	Approved mock-up
B2.6	NCOP Queen's Hall	Parliament emblem	Centrally positioned full-colour Parliament emblem manufactured in accordance with approved corporate identity standards.	Each	1	Approved size
B2.7	NCOP Queen's Hall	Freestanding flagpoles and flags	Two freestanding flagpoles with stable bases for the South African national flag and Parliament flag, forming part of the official ceremonial and media backdrop.	Set	1 set / 2 flags	Placement approval
B2.8	NCOP Queen's Hall	Large-format digital LED display wall	Large-format LED wall for institutional branding, official messages, multimedia presentations and video content, including supporting structure, control system, power/data integration, commissioning and CMS interface.	Complete system	1	ICT/site audit
B3.1	Good Hope Building – entrances and internal public-facing areas	Internal building identification	Internal entrance, reception and building/area identification signage aligned to Parliament CI.	Per location	2	Confirm at site visit
B3.2	Good Hope Building – offices	Office identification and branding	Office identification, suite signage, reception/wall branding and approved functional signage.	Per office	20	Confirm office schedule
B3.3	Good Hope Building – internal routes	Directional and wayfinding signage	Internal directories and directional signage leading to identified offices, facilities and accessible routes.	Per location	8	Confirm at site visit
B3.4	Good Hope Building – designated internal, entrance and public-facing areas	Digital information and wayfinding displays	Commercial-grade displays for visitor information, official messaging, directories and wayfinding, including secure mounting, power/data, control equipment and CMS integration.	Per display	2	Confirm with ICT/site



ADDENDUM B – EXTERNAL AND PRECINCT SIGNAGE, FLAGS, PYLONS AND DIGITAL SYSTEMS SCHEDULE

SCOPE: External, entrance, street-facing and precinct requirements serving 90, 100 and 120 Plein Street, the NCOP and Good Hope Building, Parliament Street, precinct boundaries, visitor routes and public open areas.

Ref.	Location / area	Signage or system	Minimum requirement	Unit	Indicative quantity	Final verification
C1.1	90 Plein Street – street-facing façade/entrance	Building identification	Illuminated or non-illuminated full-colour Parliament building identification and entrance signage appropriate to the approved façade position.	Per location	2	Confirm heritage/site
C1.2	100 Plein Street – street-facing façade/entrance	Building identification	Street-facing building identification and entrance signage aligned with Parliament CI and surrounding precinct signage.	Per location	2	Confirm heritage/site
C1.3	120 Plein Street – street-facing façade/entrance	Building identification	Street-facing building identification and entrance signage aligned with Parliament CI and surrounding precinct signage.	Per location	2	Confirm heritage/site
C1.4	90, 100 and 120 Plein Street – designated entrances and public-facing areas	Digital information and wayfinding displays	Weather-rated or appropriately protected digital displays for visitor information, official messaging and precinct wayfinding, including secure enclosure, mounting, power/data, control equipment and CMS integration.	Per display	6	Confirm with ICT/site
C1.5	100 Plein Street – designated external locations	External flags and flagpoles	Approved South African national and/or Parliament flags with structurally suitable external flagpoles, foundations, fittings and lighting where approved.	Per set	4 sets	Confirm structure/site
C2.1	Parliament Street and precinct boundary	Directional and identification signage	Vehicle and pedestrian directional signage, precinct/building identification and decision-point wayfinding using consistent terminology, hierarchy and Parliament CI.	Per location	12	Confirm wayfinding audit
C2.2	Precinct perimeter and boundary	Perimeter fencing/boundary signage	Durable Parliament identification, regulatory and wayfinding elements fixed using approved heritage- and structure-sensitive methods.	Per location	8	Confirm heritage/site
C2.3	Bus parking/drop-off area	Illuminated directional pylon and visitor orientation signage	Freestanding illuminated pylon and orientation signage showing approved destinations, routes and visitor information, including foundations and electrical work.	Complete unit	1 provisional	Site confirmation
C2.4	Identified precinct buildings	Illuminated entrance and identification elements	Illuminated building entrance and identification signage, complete with concealed cabling, accessible maintenance and approved electrical installation.	Per location	6	Confirm at site visit
C2.5	Visitor routes and public open areas	Pedestrian wayfinding	Directional blades, fingerposts, maps, orientation signs and accessibility wayfinding at approved decision points.	Per location	12	Confirm wayfinding audit
C3.1	NCOP – external/approach areas	External building identification and wayfinding	External NCOP identification, entrance, directional and precinct integration signage aligned with Parliament CI.	Per location	3	Confirm heritage/site
C3.2	NCOP – designated entrance and external	Digital information and wayfinding displays	Protected digital displays for official information and visitor wayfinding, including secure mounting/enclosure, power/data, controls and CMS integration.	Per display	2	Confirm with ICT/site



Ref.	Location / area	Signage or system	Minimum requirement	Unit	Indicative quantity	Final verification
	public areas					
C4.1	Good Hope Building – external	External building identification	External and entrance identification signage aligned with Parliament CI and approved site/heritage conditions.	Per location	2	Confirm at site visit
C4.2	Good Hope – approved external position	External identification pylon	Freestanding Good Hope identification pylon including approved structure, foundation, finishes, illumination where required and directional content.	Complete unit	1	Site confirmation
C4.3	Good Hope – routes leading to identified offices	Directional pylons or signage	External and transitional directional signage guiding visitors to identified offices, entrances and accessible routes.	Per location	6	Confirm wayfinding audit
C4.4	Good Hope Building – designated entrance and external public areas	Digital information and wayfinding displays	Protected digital displays for visitor information, directories and wayfinding, including secure mounting/enclosure, power/data, controls and CMS integration.	Per display	2	Confirm with ICT/site
C5.1	All external and precinct locations	Removal and making good	Removal and lawful disposal of redundant signage; repair and making good of affected surfaces, finishes, foundations and service points.	Per item	20	Confirm at site visit
C5.2	All external and precinct locations	Shop drawings, engineering and approvals	Detailed shop drawings showing dimensions, materials, finishes, colours, foundations, fixing methods, electrical/data routes and heritage/structural requirements, signed where professional certification is required.	Complete submission	1	Approval before fabrication

PRICING REQUIREMENT: Bidders must price every applicable line item and clearly identify assumptions, provisional quantities, exclusions and unit rates. A priced bill of quantities must be reconciled with the approved site-audit report before manufacture proceeds.