INVITATION TO SERVICE PROVIDERS TO SUBMIT QUOTATIONS:

PROJECT: PROCUREMENT OF OUTDOOR BRANDING SIGNAGE AND INDOOR BRANDING FOR THE NEW FREE STATE OFFICES AT 46 SECOND AVENUE, WESTDENE, IN BLOEMFONTEIN, FREE STATE

CLASSIFICATION: URGENT

Description of item	Technical Aspect	Sizes
1. Outdoor Signage Board Box (With LED back light)	The Outdoor Signage Board Box requires the following specifications: - • The Outdoor signage should be on aluminium material with backing board including LED Back light, • Aluminium Material and Acrylic Plastic • The Signage Board must have the following IDT Logo, Tel number, Website address and directional Arrows (One Board, don't quote for 3 separate Boards) • Add night light sensor • Double or Back to Back with directional arrows to the Left and to the Right. • Outdoor Signage (IDT to supply content) • Durable and Weather Resistant (Hot conditions, must not fade due to sun exposure)	• Signage Board Box (1400mm(H) x 1000mm (W) • Board Box 150mm thickness • Round steel tubes (75mm thickness x 1800mm (H) • The poles should be secured with concrete and deepness of 400mm underground

	• Mock-ups to be signed off by IDT. • Steel Poles (Preferably Round Tube painted Black with anti-Rust metal paint) Preferably in an Arch Shape • There is a pavement	
2. Outdoor Signage Board with LED back light attached to the brick wall	The following dimensions will apply at Staircase entrance: - • Outdoor Signage Board Box with LED back light. • Aluminium Material and Acrylic Plastic • Night light sensor • Signage to be attached to a brick wall • IDT Logo • Mock-ups to be signed off by IDT.	1600mm (W) x 1000mm (H)
3. Main Entrance Door (Wooden Doors Entrance)	The following technical aspects is required: - • Rectangular Acrylic Plastic • Include IDT Logo (3D) • Mock-ups to be signed off by IDT	1300mm (W) x 1200mm (H)
4. Entrance to IDT (Aluminium double Glass doors) (Only the right door to be Sandblasted)	The following technical aspects is required: • Only right door to be Sandblast/Frosted glass with IDT logo, Operating Hours Mon - Fri, add we are closed on Public Holidays and Weekends, IDT telephone number,	630mm (W) x 2150mm (H)
5. Reception Area	The following specification will apply: - • Rectangular Acrylic Plastic	1500mm (W) x 1705mm (H)

	• To be placed on the Triangle Space located in the Reception area • Include IDT Logo on 3D • Mock-ups to be signed off by IDT	
6. Boardroom x 2	The following specifications will apply for Two Boardrooms: - 1. Lekgotla House Boardroom (Main) • Snapper Frame for the Boardroom Door (Lekgotla House Boardroom) • Design and Layout the name of the Boardroom with IDT Logo) • Print the name of the Boardroom (Management Boardroom) to be inserted into the Snapper Frame • Snapper Frames with Vision and Mission x 4 2. Management Boardroom • Snapper Frame for the Boardroom Door (Management Boardroom) • Design and Layout the name of the Boardroom with IDT Logo) • Print the name of the Boardroom (Management Boardroom) to be inserted into the Snapper Frame	500mm (W) x 200mm (H) 1200mm (W) x 1500mm (H) x 4 Snapper Frames 500mm (W) x 200mm (H) 1200mm (W) x 1500mm (H) x 4 Snapper Frames
7. Disclaimers	**<u>Disclaimers:</u>**	

	1. NB: Only successful service provider will be given access to do final measurements and submit Mock-ups. 2. The IDT will supply Corporate Identity Manual to the successful bidder 3. The IDT reserve the right not to appoint the service provider with the lowest price 4. The IDT reserve the right to cancel the RFQ should there be a need.	
8. Compulsory Site Briefing	Date: 17 May 2024 Time: 12h00 Venue: 46 Second Avenue, Westdene, Bloemfontein	
9. Closing Details	Date: 22 May 2024 Time: 12h00 Submission Email: E-tenderquotations@idt.org.za	
Contact person: for technical enquiries Contact person: for Procurement enquiries	**Phasha Makgolane:** **Email: phasham@idt.org.za** **Tel: 012 845 2116 or 072 231 1564** Name: Ms Aida Ngobeni Email: AidaN@idt.org.za Tel: 012 845 2109	