

SPECIFICATION

Description: Designing and production of Tribunal's branding and promotional material

NB: all material should be high quality, no poor material will allowed.

Type of item	Quantity	Size	Description
Pull up banners	10	2.1 x 0.85 meters	Branded, Printed on non-curl PVC, thick heavy duty base and supplied in a padded bag. The service provider should design graphics for banners and corporate photos where applicable.
Wall banner	1	3 x 2,25 meters	100% Polyester Material Includes bag, print and unit. (single sided)
Pop-up banners	2	2.0m x 1.0m	Non-Rust Nylon Joints, Glass fibre frame, Supplied with carry bag and pegs. To be branded with logo, telephone number, email address, website and social media handles.
Telescopic Banners	2	3 m	Printed on our high-quality vest fabric material. To be branded double sided
Branded table cloths	4	Rectangle shaped/oblong, to fit a normal size exhibition table.	Polyester Poplin material, branded in Tribunal colours and logo
Gazebo	1	4.2m x 2.8m	Collapsible frame with no loose parts, High Peak Roof, Easy to set-up, Thick water resistant

			polyester fabric, Aluminium Frame, Non-Rust Nylon Joints, Supplied with carry bag, mallet, ropes and pegs.
Branded champ chairs	8	Normal size	Branded with logo. High quality polyester fabric chair, with strong steel tubing.
Branded promotional pens	1000	Normal size	-To be branded with logo, contact number and website address
Branded note pads	500	A5	Cover to be branded with Tribunal's logo. Each page should have Tribunal's logo at the top, and contact information at the bottom which includes: physical address, telephone number, email address, website and social media handles.
Branded shopper bags (cotton material)	500	Normal size	Bags to be branded with Tribunal's logo front and back, telephone number, email address, website and social media handles.

Delivery address

Companies Tribunal
The dtic Campus Block E - 3rd Floor
77 Meintjies Street
Sunnyside
Pretoria, 0002

Approved by:

Date: 30/01/2024



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2024-01-30
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Mr. S Khoza

Head: Communications & Marketing