

RFQ 133/2024/HPCSA – SUPPLY AND INSTALLATION OF DIRECTIONAL SIGNAGE, OFFICE DOOR SIGNAGE, AND INDEMNITY SIGNAGE

ANNEXURE A – SPECIFICATION

1. Specification and Scope of Work for Signage Installation

Project Overview

The scope of this project includes the design, production, and installation of directional signage, office door signage, and indemnity signage for the recently renovated offices on the 3rd and 4th floors. The purpose is to enhance navigation, ensure compliance with safety regulations, and maintain a professional appearance throughout the facility.

Signage Types and Specifications

1.1. Directional Signage

Purpose: To guide staff, visitors, and clients to various locations within the 3rd and 4th floors, including offices, meeting rooms, restrooms, elevators, and exits.

Material: High-quality acrylic or aluminium with a non-glare finish.

Size: Signs to be appropriately sized for visibility, depending on location and viewing distance.

Design: Consistent with the organization's branding, including logo, colours, and typography. Arrows and text should be clear and easily readable from a distance.

Installation: Wall-mounted or ceiling-hung as appropriate for visibility. Securely fastened to prevent tampering or accidental removal.

1.2. Office Door Signage

Purpose: To identify individual offices, meeting rooms, and workspaces by name, department, or room number.

Material: Acrylic or metal plaques with engraved or printed text.

Size: Standard size or as required for specific door sizes.

Design: Customized for each office with the occupant's name and title, or department name, and room number. Design should align with the overall branding and aesthetic of the office.

Installation: Mounted directly on or adjacent to the office doors. Must be easily replaceable for future changes in occupancy.

1.3. Indemnity Signage

Purpose: To display legal indemnity notices, ensuring compliance with safety and liability regulations.

Material: Durable, weather-resistant material such as aluminium.

Size: Standard size or as required by legal standards.

Design: Clear and concise text, with bold headings and easy-to-read font. Must include legally mandated language.

Installation: Placed in prominent locations as required by safety regulations, such as near entrances, exits, and common areas.

2. Scope of Work

2.1. Site Survey and Assessment

Conduct an on-site survey of the 3rd and 4th floors to determine the exact locations where signage is required. Assess the specific needs for directional, office door, and indemnity signage based on the layout of the renovated areas.

2.2. Design and Approval

Create design mock-ups for all signage, incorporating the organization's branding guidelines. Submit designs for approval by the relevant department or management before proceeding to production. This step is to be done once you have been appointed.

2.3. Production of Signage

Produce all signage according to the approved designs and specifications. Ensure high-quality materials and printing processes are used to guarantee durability and longevity.

2.4. Installation

Install all signage at the specified locations on the 3rd, 4th floors and other areas. Ensure all signage is securely fastened and aligned correctly for optimal visibility and readability. Conduct a final inspection with the project manager or relevant authority to confirm that all signage has been installed to satisfaction.

2.5. Post-Installation Review and Maintenance

Provide a post-installation review to ensure all signage is functioning as intended. Offer maintenance services for the signage, including any necessary repairs or replacements due to wear and tear



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3. Pricing Schedule

BILL NO 1					
Item	Description	Unit	Qty	Rate	Amount
1	P&G's % to cover health and safety, scaffolding, plant, etc	sum	1		
2	Directional signage, office door signage, and indemnity signage for 4 th floor. Refer to the attached office layout plan.	sum	1		
3	Directional signage, office door signage, and indemnity signage for 3rd floor. Refer to the attached office layout plan.	sum	1		
4	Indemnity signage 600x600mm for lost items	no	4		
<p>NOTE: Contractor is requested to carefully work and clean all areas that has been shown to him / her.</p> <p>Contractor is also requested to clean or paint all areas affected by his or her work to match existing paint work of the structure. This work can only be done over the weekends or after normal working hours!</p>					
				Sub Total	
				Vat @ 15%	
				Grand Total	

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