



SPECIFICATION

Name of Directorate	Information Regulator
RFQ REF:	RFQ-36-2026/27
Date of Specification	22 September 2026
Preference Points Applicable	80/20 Principle
Closing date	08 October 2026 @ 17:00 PM
Venue for delivery of goods / services	Woodmead North Office Park, 54 Maxwell Drive, Johannesburg, 2191
Submission of quotations should be strictly sent via SCM E-mail	SCM@infoeregulator.org.za
Contact Person	Phindulo Maphangula 083 383 7386

Specification: Procurement of branding and promotional materials for 2026/27 financial year

Specification to be supplied	Quantity	Description
Four panel brochures	5500	- IsiXhosa 500, IsiZulu- 500, Setswana 500, Afrikaans- 1000, Xitsonga 500, Sepedi -500, Swati- 500, Tshivenda- 500, Sesotho- 500 and Ndebele -500 - Size: 148.5mm x 594mm - Finishing: Scoring, UV Varnish and Fold - Color: Full CMYK - Paper: 250gms - 1 sample to be delivered for approval prior to mass printing. Artwork to be provided
Rulers	1500	Branded rulers in three Regulator colours. - Material: Plastic - Size: 30cm - Branding: Pad Print - Artwork to be provided.
Pens	1500	Branded Swan Neck Design Ballpoint pens in 3 colours. - Branded with Regulator's Logo. - Regulator's contact details, Toll Free number - Ink Colour: Black - Branding: Pad Print
Pencil case	500	- Material: 240gsm Acrylic Coated Polyester - Size: 32cm (l) x 15cm (w) - Branding: Sublimation - Artwork to be provided
Bucket hats	200	Branded promotional bucket hats in one (2) Regulator colour. - Cotton canvas and OR twill material. - Branded with Regulator's Logo and slogan. - Sample to be provided.
Branded Champion PVC Tablecloth	4	Branded Champion PVC Tablecloth - Material: PVC - Size: 3m (w) x 1.25m (l)

		- Branding: Digital Display. - Artwork will be provided.
Foldable table with fitting branded Ovation Spandex Stretch Slip-Over Tablecloth	2	Plastic top foldable table - Rectangular Plastic foldable table. - Tabletops made from highly-density polyethylene plastic. - Frame- is built with powder-coated steel or aluminum tubes.  Ovation Spandex Stretch Slip-Over Tablecloth Material: Polyester Spandex Size: (enough to fit the table) approximately 1.83m (w) x 0.76m (l) x 0.75m (h) - Artwork for tablecloth to be provided.
Large Folding Nose Trolley	1	Large Folding Nose Trolley  200kg Loading Capacity
Branded Regulator T-Shirts	18	Sublimation – Information Regulator Shirts  Sizes: (Adult sizes) SHIRT REQUIREMENTS Material: 100% polyester, moisture-wicking performance fabric. Colour: White base with the approved Information Regulator multicolour branding. Shirts must be suitable for sublimation printing and outdoor/athletic use. Branding and Printing Front: Approved Information Regulator design, as supplied. Back: White / no print. Information Regulator logo must be clearly visible and reproduced without distortion.

		All colours must follow the approved Information Regulator colour palette: Yellow: #FDB515 Grey: #646E71 Red: #E52539 Blue: #104E90 Green: #007749 Black: #000000 Artwork must be reproduced accurately, including all finer design details. Printing Quality High-quality sublimation printing using ink suitable for polyester performance fabric. Minimum artwork resolution: 300 dpi. Colours must be consistent with the approved brand colours. Print must be sharp, vibrant and free from smudging, bleeding or distortion. Print must remain colourfast after washing at up to 40°C and under normal outdoor use. Sample Approval The supplier must provide one sample shirt for approval before mass production. Mass production may only commence after approval of the sample. Artwork will be supplied
Large Acrylic Podium	1	Large Acrylic Podium crystal clear material with modern aesthetic  - 1200mm Height, - With a top reading surface estimate- 60cm wide and 40cm deep - Material thickness -10-12mm, - With structural stability - The lectern must be designed with the Regulators logo - It must have a modern feel - Logo to be provided

Additional Information

Description	Details
Required Documents for Quotation	1. Valid Tax Compliance Status Pin
	2. Valid and Original certified BBBEE Certificate / Sworn Affidavit
	3. CSD Registration Report not older than three (3) months
	4. Quotations must be valid for two (2) months
	5. Completed and signed SBD 4 and SBD 6.1
	6. Delivery period
Non-compliance	Bids not in compliance with above-mentioned and received after the closing date of request for quotation will NOT be considered.
Specification signed off	
Initials and Surname:	Mr. M Dimba Executive: Education and Communication
Signature 	Date: 23-Sep-2026 07:16 SAST