

SPECIFICATION FORM FOR THE PROCUREMENT OF GOODS & SERVICES

INSTRUCTIONS (For Internal Clients - DMPR officials):

**This form must be completed in full and signed-off;*

**To be submitted together with the DMPR 194.*

SERVICE PROVIDER TO PROVIDE A QUOTE ON THE FOLLOWING ITEM (S)

NO.	Detailed description of goods and/or services	Quantity of items required/ Frequency of service required
1	See attached specifications for Free State	

OTHER REQUIREMENTS/ CONDITIONS: (site inspection; briefing sessions, registration with professional bodies)

Deliver: THE STRIP 314 C/O STATEWAY & BOK STRT WELKOM 9459

Approve Zinhle Mbhele

Signature: *S Madiba PP*

Date: *29/05/2026*



SPECIFICATION FOR DMPR FREE STATE

WELKOM

REGIONAL OFFICE BRANDING

NO	Description	QTY
1.	Light box (outside the building) Branded full colour logo Including contact details & working hours Printed double sided Installation Size: 1500mm x 2000mm	1
2.	Top part of the entrance doors Chromodek with aluminum frame Full colour logo on white background Size: 3.5m x 1m	2
3.	Main entrance door and side door Double glass doors Vinyl full colour logo with cut out letters Sandblasted doors with borders Including contact details & working hours Size: Top – 650mm x 880mm Bottom – 650mm x 950mm Cut out border – 20mm	4
4.	Reception counter Flexi gloss with stand offs Full colour logo Size: 1.2m x 3.5m	1
5.	Hanging reception signage Flexi gloss Suspended sign Size: 600mm x 200mm	2

6.	Mission and Vision Perspex sign mounted on the wall– divided into 4 units , DMPR logo, vision, mission & mandate spaces in between 20mm Size: 1200mm x 300mm	1
7.	Registry window Sandblast vinyl Full DMRE logo & cut out letters Size: 860mm x 415mm	2
8.	Boardroom signage Full colour logo on perspex sign (300mm x 700mm) Boardroom signage (120mm x 700mm) Flexi gloss with pins	3
9.	Photo frames A2 size in landscape Full colour photos Dark mahogany frames DMPR to provide pictures	20
10.	A3 Snapper frames	10
11.	A4 Snapper frame	10
12.	Deluxe Banner(DMPR branding)	2
13.	Backdrop Banner(DMPR branding)	2
14.	Lockable Notice board(Glass)	4
15.	Please include removal of old DMRE branding, clean ups and installation	