

	<b>Scope of Work</b>	<b>Apollo &amp; CS</b>
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Title: **Scope of Work for the Supply and Delivery of Office Stationery for Apollo & CS**

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Area of Applicability: **Apollo & CS**

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Date: 23/01/2026  
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### CONTROLLED DISCLOSURE

## 1. Introduction

This report defines out the scope of work for the Stationery Contract for Apollo & CS.

## 2. Supporting Clauses

### 2.1 Scope

The scope of this report is to define the requirements for the supply and delivery of office stationery equipment for various departments within the Apollo & CS Business Unit (BU).

#### 2.1.1 Purpose

#### 2.1.2 Applicability

This document shall apply to the Apollo and Centralises BU.

#### 2.1.3 Effective date

This report is effective from the date of authorization.

### 2.2 Process for Monitoring

N/A

### 2.3 Related/Supporting Documents

Technical Evaluation Criteria for the Apollo & CS Stationery contract.

## 3. Scope of Work

This report provides the scope of work relating to a commercial enquiry and placement of the office stationery contract for the Apollo & CS Business Unit.

The tenderer is required to supply and deliver office stationery indicated in Figure 1 as per the quantities requested by the end user (s).

The tenderer shall:

- Supply and deliver specified stationery quantities to the Apollo Converter Substation in Olifantsfontein, Pretoria and
- Supply and deliver specified stationery quantities to the Apollo & CS offices in Simmerpan Germiston.

It is the tenderer's responsibility to ensure that sufficient quantities are kept and available for the supply and delivery of stationery as and when required. The contract will be for a period of 5 years.

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ITEM	DESCRIPTION	ASSET NR	QUANTITY
1.	A4 Sappi Typek White 80 gsm (Box of 5 reams/2500 sheets)	0713333	250
2.	A3 Sappi Typek White 80 gsm (Box of 5 reams/ 2500 sheets)	0157100	80
3.	HD210 Heavy Duty Stapler (210 Sheets)	0655051	10
4.	Juno 210 Plus Paper Stapler	0655046	20
5.	26/6 Primeline 5000 Staples Pack (standard)	0682807	50
6.	23/6 Staples Heavy Duty 6 mm (1000 pack)	0747124	20
7.	23/10 Staples 10 mm leg length (1000 pack)	0655060	50
8.	23/17 Staples 17 mm leg length (1000 pack)	0655761	50
9.	Giant Staples 66/8 with width 8mm (5000 pack)	0655068	50
10.	Giant Staples 66/11 with width 13.15 mm (5000 pack)	0655917	50
11.	Rexel Staple Remover Black	0662613	50
12.	P215 Premium 2 Hole Punch Light Duty	0655624	50
13.	P240 Premium 2 Hole 6 mm Punch Heavy Duty (40 Sheets)	0655626	20
14.	DP800 Heavy Duty Paper Punch (63 Sheets)	0542592	40
15.	A4 192 Page 2 Quire hardcover book (Croxley or Nexx)	0703877	220
16.	A5 192 Page Hardcover Notebooks	0674737	220
17.	10m Extension cord with Multiplug 2 pin Non-Rounded	0691723	50
18.	5m Extension Cord with 3 way Multiplug	0744540	50
19.	Duracell Plus Heavy Duty AAA batteries (4 pack)	0685094	40
20.	Duracell AA Batteries 1.5 V Alkaline (4 pack)	0609010	40
21.	Steel Paper Clips 32 mm plastic coated (100 pcs)	0017412	50
22.	Steel Paper Clips 50 mm Assorted (100 pcs)	0683742	50
23.	Steel Paper Clips 78 mm (50 pcs)	0534818	50
24.	Paper Binding Machine	0724875	18

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25.	Binding Elements 6 mm (100 pack)	0650303	50
26.	Binding Elements 14 mm (100 pack)	0655239	50
27.	Binding Elements 22 mm (50 pack)	0654147	50
28.	Standard Binding Elements 28 mm (100 pack)	0654144	50
29.	Binding Elements 45mm (50 pack)	0650293	50
30.	Binding Elements 51 mm (50 pack)	0650302	50
31.	Laminating Machine/ Laminator Heat Seal, Style: 340001, Document Size: A4	0704732	40
32.	A4 laminating Sheets 150 Microns, Finish: Clear (100 pack)	0701366	50
33.	48 mm x 50 m Buff Tape, Colour: Clear, Adhesive	0672301	200
34.	UniBall Gel Roller Pen 0.7mm Colour: Red, Ink Type: Gel	0696609	400
35.	BL-G2 Colour: Blue 0.7 mm Pilot Ink Type: Gel Pens	0711468	400
36.	BL-G2 10 pack Black Ink 1 mm Pilot Gel Pens - (Packed in 12) - One item	0655480	200
37.	Ballpoint pen BL77 Black 0.7 mm Fine, Metal Tip	0535043	200
38.	R-Pen Treeline Ballpoint Super Grip Retractable Black (50 pcs)	0761986	200
39.	Marker Felt Tip Size:1.5mm, Highlighters Wallet Assorted (6 pcs)	0731891	100
40.	Markers/Highlighters Felt Tip Size: 0.2mm Assorted (8 pcs)	0683514	100
41.	Magnetic Whiteboard Duster /Eraser 50 x 95 mm, Plastic	0726340	100
42.	250 ml Whiteboard Cleaning Spray	0739162	100
43.	A4 Plastic Pockets with 2, 3 & 4 ring binders	0696921	100
44.	A4 Twinlock Pocket Visible Index File PVC, Colour: Clear (100 pack)	0655428	20
45.	Plastic A4 Document: Carry Folder with Snap Button, Colour: Assorted	0683508	100
46.	10 Pocket A4 Flip File Display Book, Colour: Clear	0655387	100
47.	20 Pocket A4 Flip File Display Book, Colour: Clear	0652871	100

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48.	30 Pocket A4 Flip File Display Book, Colour: Clear	0652872	100
49.	100g, Adhesive Type: Prestik	0727582	215
50.	Stainless Steel Paper Scissors, Length: 220mm Colour: Orange	0652761	60
51.	1pc Round/Square Mesh Pen Holder	0736857	100
52.	Croxley Push Pins (100 pcs)	-	50
53.	Brother Label Printer D450	0655632	10
54.	Brother P-Touch Label printer, Hand held	0652868	15
55.	Brother Laminated Tape 12mm TZ 231 Black on White	0158667	30
56.	Brother Laminated Tape 24 mm Black on White	0587319	30
57.	Brother Laminated Tape 9 mm TZE 121 Black on Clear	0698132	40
58.	Headset: Type: Sound Block; Potential: 5V; Lenovo Think Pad x1 Wireless Active Noise Cancellation Headset Black and Iron Grey 4x D0U47635; USB Charge	0765814	10
59.	Headset VT6300UNC - USB Mono, Microphone Type: ECM	0696928	10
60.	76 x 76 mm sticky sheets Assorted (300 pcs) - 400 pcs	0712191	100
61.	38 mm x 51 mm Mini Cube Sticky Notes Assorted (300 pcs)	0683902	50
62.	Superior Shatterproof Ruler 30cm	0650385	50
63.	Shredder, Office: Type: Micro Cut Auto Feed; Feed Width: A4; Shred Capacity: 6 Sheets; Shred Size: 3x9 mm; Waste Volume: 23 l; Dimensions: WD 265 x LG 370 x HT 492 mm; Shreds Paper, CD's And Credit Cards; Auto Shred 75 Sheets; Security Level: P4 (High Security); 15Mim Continuous Run Time; Auto On/Off / Reverse; Overload Protection; Staple Friendly; 210 Watt Motor; Noise Level 60DB	0753679	10
64.	200 Sheet size: 45 mm x 12 mm; Color: Neon 5 Color; Ruled: No; Magrine: No; Pop Up Flags	0736343	100
65.	Laser Pointers for Presentations up to 20 m reach wireless	0692759	20
66.	Tape, Duct: Nominal Width: 48 mm; Nominal Length: 25 m; Material: High Strength Cloth; Color: Silver; High Strength Cloth Pressure Sensitive Self Adhesive Tape	0715382	40
67.	File Steel Fasteners 80 mm (50 pack)	0707661	10

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68.	Board, Face Type: Magnetic; Material: Metal; Color: White; Width: 1.5 m; Height: 1.2 m; Thickness: 18 mm	0655901	20
69.	White Square Wall Mount Magnetic board length 1200 mm x width 900 mm, Material Melamine	0759165	20
70.	Post It Sign Here Flags Assorted (50 pack)	0683682	30
71.	A4 Jan - Dec Monthly Index Dividers assorted	0650299	20
72.	A4 1-31 Coloured Dividers, Material: PVC	0534736	20
73.	A4 Tab: 1-10 Coloured File Dividers, Index: Material: PVC	0650300	20
74.	A4 Unprinted/ Blank/Plain Coloured Dividers, Material: PVC 210 x 297 mm - 5 Packs	0738049	20
75.	Blue PVC Arch Lever File, A4; Material: Cardboard; 40 mm	0655411	20
76.	A4 Masonite Clipboard: Width: 26.5 cm; Length: 25 cm	0758410	100
77.	Envelope Size: WD 110 x LG 220 mm; Color: White; Material: Paper (How many packs) - 500 pack	0662922	40
78.	Rubber Finger Pager/ thimble, Finger Protection Material: Rubber; Color: Red; 1 EA	0653986	15

**Figure 1 List of office stationery required**

#### 4. Acceptance

This document has been seen and accepted by:

Name	Designation
Anthea Solomon	Middle Manager Secondary Plant
Siyabulela Sishuba	Snr Manager Apollo & CS

#### 5. Revisions

N/A

#### 6. Development Team

The following people were involved in the development of this document:

- Anthea Solomon

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