

Subject	Specification
Project Name	Supply and Delivery of Paper Toilets
Reference	RFQ 3/24/26 Supply and Delivery of Toilet Paper



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1. Background

SAPO procures an estimate of 18 000(Eighteen Thousand) pack of 48 Toilet Papers per annum. The Toilet Paper are consumables supplied by SAPO to their employees to ensure proper hygiene. The below mentioned quantities are but estimates and may change depending on the customer demand.

2. Objective of the Bid

The objective of this bid is to appoint a supplier that will supply and deliver toilet paper on an as and when required basis for the period of twelve (12) months to SAPO, Supply Chain Management in Silverton.

3. Product Description and Quantities

Description of Product	Dimensions	Estimated Quantity per Annum	Estimated Quantity per Month
<ul style="list-style-type: none"> This specification covers the requirements for single-ply soft toilet paper. MATERIAL: Virgin paper grade – single –ply. Colour - White SHEETS PER ROLL: Number of sheets per roll shall be 500. CORE: The core shall have a minimum inside diameter of Ø32mm and a maximum of Ø40mm. <p>SANS 1887-2.</p>	<p>Nominal outside diameter of the roll shall not exceed Ø125mm.</p>	<p>18 000 packs of 48 Toilet Paper Rolls</p>	<p>1500 packs of 48 Toilet Paper Rolls</p>

4. Packaging and Marking

4.1 PACKAGING

- Prior to goods being supplied for the first time against this specification a sample batch of 48 (forty eight) rolls shall be issued to ensure that they meet the specified requirements

- Pallet height shall not exceed 1000mm.
- Only standard 1000mm x 1200mm (ISO 9000) two way/four way entry pallets shall be used.
- Endorse individual packets with manufacture date, YYYY-MM-DD.

4.2 MARKING

Each pallet/Bale of toilet paper to have a label that will contain the following information:

- Supplier's Name
- Order number
- Product Code and Description
- Quantity
- Batch numbers/Lot numbers
- Manufacture date, YYYY-MM-DD.

5. Samples

- 5.1 A sample will be requested from the top three highest scoring bidders for the purpose of visual screening of the product offered for compliance to specification during the evaluation phase.
- 5.2 All samples must be a true representation of the product that will be supplied during the contract period.
- 5.3 The sample of the Toilet Paper awarded against this bid will be retained for the duration of the contract period

6. Delivery Address

The required quantities must be delivered to the following address within 2 Week upon receiving the order from SAPO:

South African Post Office
Supply Chain Management
Corner James and Moreletta Drive,
Silverton,
Pretoria