

	Report	NTCSA Apollo & CS
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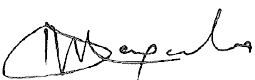
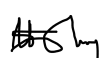
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Compiled by	Functional Responsibility	Authorized by
AG SOLOMON	D Maganelwa	S Sishuba
		
Initials and Surname	Initials and Surname	Initials and Surname
Designation: Manager Secondary Plant Apollo & CS	Designation	Designation
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1. Introduction

This report provides an overview of the NTCSA technical evaluation criteria to be used when evaluating the tender proposals for office stationery for Apollo & CS.

The report defines the 'Desktop Evaluation criteria that will be used to evaluate responses to the enquiry.

2. Supporting Clauses

2.1 Scope

The report provides the technical evaluation criteria relating to a commercial enquiry for the supply and delivery of office stationery to be delivered to the Apollo Converter Substation in Olifantsfontein, Pretoria and Apollo & CS offices in Simmerpan Germiston.

2.1.1 Purpose

2.1.2 Applicability

This document shall apply to the Apollo and Centralises Business Unit.

2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

2.2.1 Normative

[1] 240-48929482: Tender Technical Evaluation Procedure

2.2.2 Informative

None

2.3 Definitions

Definition	Description
NTCSA evaluation team	The persons appointed by NTCSA to perform the evaluation of tender submissions in line with NTCSA's requirements.
Normative	Documents that shall be read in conjunction with this report and are binding on Tenderers.

2.4 Abbreviations

None

2.5 Roles and Responsibilities

- Apollo & CS and/or Transmission Grids shall utilise this report as a basis for the technical evaluation process.
- Tenderers shall note the evaluation criteria as laid out in this report and submit tenders in compliance to the stipulated requirements.

2.6 Process for Monitoring

N/A

2.7 Related/Supporting Documents

N/A

3. Tender Technical Evaluation Procedure

3.1 Technical Evaluation Criteria

The evaluation process consists of the Desktop Evaluation Criteria with the corresponding minimum score (threshold) required for a bid to be deemed compliant:

If the bidder fails to achieve the minimum threshold of 75% then the submission will be deemed non-compliant and will be removed from further evaluation.

Table 3-1: Desktop Evaluation Criteria

Nr.	Desktop Evaluation Criteria Description	Criteria Weighting (%)	Sub Weight	Returnable
1	The supplier must be 5 years or more in the supply of stationery	10	company registration certificate supplied. Company >= 5 years = 10% Company < 5 years = 5%	Valid company registration certificate must be supplied

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2	Transportation of stationery	20	Availability of pickup vehicle = 20% Unavailability of pickup vehicle = 10%	Valid Vehicle registration papers and drivers license or proof of courier services agreement/contract.
3	Availability of stationery	20	Minimum stock level of 50 items = 20% Minimum stock < 50 items = 15%	The minimum of 50 stock of each must be kept at all times
4	Delivery turnaround time	25	Maximum delivery of > 7 working days = 25% Maximum delivery time < 7 working days = 15%	The maximum turnaround time from the date of issue of a purchase order to delivery of stationery (PO Document & Delivery Note of same PO)
5	Supplier to have supplied stationery to at least 5 different companies.	25	Stationery supplied to at least 5 companies = 25% Stationery supplied to less than 5 companies = 0%	Provide a reference letters from each client listed, each reference letter must have contact details for the clients in order to verify the information provided.
Subtotal		100		
Threshold		75		

Table 3-2 List of Stationery to be available.

Nr	Item	Quantity
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1.	A4 Sappi Typek White 80 gsm (Box of 5 reams/2500 sheets)	250
2.	A3 Sappi Typek White 80 gsm (Box of 5 reams/ 2500 sheets)	80
3.	HD210 Heavy Duty Stapler (210 Sheets)	10
4.	Juno 210 Plus Paper Stapler	20
5.	26/6 Primeline 5000 Staples Pack (standard)	50
6.	23/6 Staples Heavy Duty 6 mm (1000 pack)	20
7.	23/10 Staples 10 mm leg length (1000 pack)	50
8.	23/17 Staples 17 mm leg length (1000 pack)	50
9.	Giant Staples 66/8 with width 8mm (5000 pack)	50
10.	Giant Staples 66/11 with width 13.15 mm (5000 pack)	50
11.	Rexel Staple Remover Black	50
12.	P215 Premium 2 Hole Punch Light Duty	50
13.	P240 Premium 2 Hole 6 mm Punch Heavy Duty (40 Sheets)	20
14.	DP800 Heavy Duty Paper Punch (63 Sheets)	40
15.	A4 192 Page 2 Quire hardcover book (Croxley or Nexx)	220
16.	A5 192 Page Hardcover Notebooks	220
17.	10m Extension cord with Multiplug 2 pin Non-Rounded	50
18.	5m Extension Cord with 3 way Multiplug	50
19.	Duracell Plus Heavy Duty AAA batteries (4 pack)	40
20.	Duracell AA Batteries 1.5 V Alkaline (4 pack)	40
21.	Steel Paper Clips 32 mm plastic coated (100 pcs)	50
22.	Steel Paper Clips 50 mm Assorted (100 pcs)	50
23.	Steel Paper Clips 78 mm (50 pcs)	50
24.	Paper Binding Machine	18
25.	Binding Elements 6 mm (100 pack)	50

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

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48.	30 Pocket A4 Flip File Display Book, Colour: Clear	100
49.	100g, Adhesive Type: Prestik	215
50.	Stainless Steel Paper Scissors, Length: 220mm Colour: Orange	60
51.	1pc Round/Square Mesh Pen Holder	100
52.	Croxley Push Pins (100 pcs)	50
53.	Brother Label Printer D450	10
54.	Brother P-Touch Label printer, Hand held	15
55.	Brother Laminated Tape 12mm TZ 231 Black on White	30
56.	Brother Laminated Tape 24 mm Black on White	30
57.	Brother Laminated Tape 9 mm TZE 121 Black on Clear	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	10
59.	Headset VT6300UNC - USB Mono, Microphone Type: ECM	10
60.	76 x 76 mm sticky sheets Assorted (300 pcs) - 400 pcs	100
61.	38 mm x 51 mm Mini Cube Sticky Notes Assorted (300 pcs)	50
62.	Superior Shatterproof Ruler 30cm	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	10
64.	200 Sheet size: 45 mm x 12 mm; Color: Neon 5 Color; Ruled: No; Magrine: No; Pop Up Flags	100
65.	Laser Pointers for Presentations up to 20 m reach wireless	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	40

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67.	File Steel Fasteners 80 mm (50 pack)	10
68.	Board, Face Type: Magnetic; Material: Metal; Color: White; Width: 1.5 m; Height: 1.2 m; Thickness: 18 mm	20
69.	White Square Wall Mount Magnetic board length 1200 mm x width 900 mm, Material Melamine	20
70.	Post It Sign Here Flags Assorted (50 pack)	30
71.	A4 Jan - Dec Monthly Index Dividers assorted	20
72.	A4 1-31 Coloured Dividers, Material: PVC	20
73.	A4 Tab: 1-10 Coloured File Dividers, Index: Material: PVC	20
74.	A4 Unprinted/ Blank/Plain Coloured Dividers, Material: PVC 210 x 297 mm - 5 Packs	20
75.	Blue PVC Arch Lever File, A4; Material: Cardboard; 40 mm	20
76.	A4 Masonite Clipboard: Width: 26.5 cm; Length: 25 cm	100
77.	Envelope Size: WD 110 x LG 220 mm; Color: White; Material: Paper (How many packs) - 500 pack	40
78.	Rubber Finger Pager/ thimble, Finger Protection Material: Rubber; Color: Red; 1 EA	15

4. Acceptance

This document has been seen and accepted by:

Name	Designation
Anthea Solomon	Middle Manager Secondary Plant
David Maganelwa	Snr Advisor DC Secondary Plant Apollo & CS
Siyabulela Sishuba	Snr Manager Apollo & CS

5. Revisions

None

6. Development Team

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

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- Anthea Solomon

7. Acknowledgements

None

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ANNEXURE A – Desktop Evaluation Technical Schedule A & B

The Supplier shall complete the table below in English.

Item	Criteria	Details	Details if not fully compliant	Comment/s
1	Valid company registration certificate must be supplied.	The supplier must be 5 years or more in the supply of stationery.		
2	Transportation of stationery.	Vehicle registration papers or proof of lease agreement for the transportation of stationery.		
3	Availability of stationery	The minimum of 50 stock of each must be on kept at all times.		
4	Delivery turnaround time	The maximum turnaround time from the date of issue of a purchase order to delivery of stationery at the Apollo or Simmerpan, Germiston premises shall be 7 working days.		
5	Supplier to have supplied stationery to at least 5 different companies.	Stationery supplied to at least 5 companies = 5% Stationery supplied to less than 5 companies = 0%		

Name of Company: NTCSA

Name of Company representative: Siyabulela Sishuba



Signature:

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Date: 15/May/2026

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