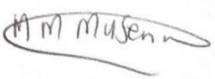
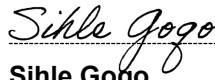


	Report	Apollo & CS
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Title: **Scope of Work for the Supply and Delivery of Grocery for Apollo and CS** PR Number:

Alternative Reference Number:	N/A
Area of Applicability:	Apollo & CS
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1. Introduction

This Scope of work outlines the responsibilities and requirements for the supply and delivery of grocery items (such as tea, coffee, milk, sugar and related consumable) to Apollo and CS Business Unit.

As a Business Unit, we provide tea and coffee for our employees to enable them to refresh and deliver the outputs as expected. For us to be able to do this, we need to have a contract so that it can be easy for us to acquire the necessary groceries as and when required, to avoid flouting procurement process.

This Scope of Work sets out the requirements for the five-year period

2. Supporting Clauses

2.1 Scope

The scope of this report is to define the requirements for the supply and delivery of Grocery to Apollo & CS Business Unit.

2.1.1 Purpose

The purpose of this report is to provide a detailed scope of work that will form part of the procurement pack.

2.1.2 Applicability

This report shall apply to Apollo and Centralised Services.

2.1.3 Effective date

This report is effective from the date of authorisation.

3. Scope of Work

The service provider shall supply and deliver grocery according to the following requirements:

- Ensure uninterrupted supply of grocery items required by the Apollo and CS Business Unit.
- Maintain agreed quality standards for all supplied products.
- Deliver items on time and in the correct quantities.
- Compliance with South African Bureau of Standards (SABS) and Department of Health requirements for grocery.

3.1 Work Description / Task

The service provider shall:

- Procure and deliver groceries below including, but not limited to:
 - Tea (various types as requested)
 - Coffee (instant and/or ground, as specified)
 - Sugar (white/brown)
 - Milk (fresh/long-life, as specified)
 - Other related grocery items as per Business Unit requests

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The quantities required for the Business Unit are summarized in the table below:

- Ensure products are properly packaged, sealed, and within expiry dates.
- Deliver items to Apollo and CS Business Unit during agreed business hours.
- Provide invoices/delivery notes with each order.

3.2 Deliverables

- On-time delivery of grocery items as per agreed schedule (weekly, bi-weekly, or monthly).
- Products meeting the quality standards specified by the company.
- Accurate invoicing and documentation.

3.3 Roles and Responsibilities

- Supplier: Source, package, and deliver grocery items; maintain consistent stock availability; replace any defective or expired products.
- Apollo and CS Business Unit: Provide grocery order requests in advance, confirm delivery schedules, and process payment according to agreed terms.

3.4 Timeline

- Deliveries to be made on agreed timelines.
- Duration of contract 5-years from the commencement date.

3.5 Standards and Compliance

- All products must comply with food safety and hygiene regulations.
- Supplier must ensure transport and storage comply with health and safety standards.
- Supplier to adhere to agreed Service Level Agreements (SLAs).

3.6 Reporting

- Monthly supply report summarizing quantities delivered, shortages (if any), and any replacements made.
- Replace any damaged or defective stock at no additional cost.

Table 1. Apollo & CS Grocery requirements

ITEM NO.	DESCRIPTION	MATERIAL NO.	QUANTITY	UNIT COST	AMOUNT
	<u>KITCHEN ITEMS</u>				
	<u>Below are items for kitchen:</u>				
1	Ricoffy Coffee (1.5kg)	746507	600	R 429,00	R 257 400,00
2	Ricoffy Coffee (750g)	548185	500	R 221,00	R 110 500,00
3	Frisco (750g)	688369	100	R 214,50	R 21 450,00
4	Nescafe Classic (200g)	583620	500	R 195,00	R 97 500,00
5	Nescafe Gold (200g)	738174	500	R 247,00	R 123 500,00
6	Jacobs Coffee (200g)	708213	500	R 260,00	R 130 000,00

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7	Rooibos (200g)	161168	500	R	75,40	R	37 700,00
8	Five Roses (250g)	404676	600	R	96,20	R	57 720,00
9	Joko Tea (250g)	654753	500	R	97,50	R	48 750,00
10	Full Cream Milk (6 Pack)	683151	2000	R	128,64	R	257 270,00
11	Long Life Milk Low Fat (6 Pack)	683152	100	R	143,00	R	14 300,00
12	Cremora Coffee Creamer (750g)	161158	500	R	91,00	R	45 500,00
13	Brown Sugar (2kg)	604958	2000	R	83,20	R	166 400,00
14	White Sugar (2,5kg)	683126	3000	R	91,00	R	273 000,00
15	Sweetener Canderel (100 sticks)	513665	50	R	97,50	R	4 875,00
16	Choice Assorted (2kg)	174460	200	R	390,00	R	78 000,00
Sub-Total						R	1 723 865,00
	<u>CLEANING AND DETERGANTS PRODUCTS</u>						
	<u>Below are items for cleaning and detergants:</u>						
17	Sunlight Dishwashing Liquid (750ml)	688372	500	R	52,00	R	26 000,00
18	Domestos Sanitary Cleaner (750ml)	583911	500	R	52,00	R	26 000,00
19	Handy Andy 750l	688372	500	R	41,60	R	20 800,00
20	JIK (750ml)	688380	500	R	36,40	R	18 200,00
21	Air Freshener (180ml)	567774	500	R	37,70	R	18 850,00
22	Doom (300ml)	654725	400	R	67,60	R	27 040,00
23	Refuse Bags (20 bags)	699821	500	R	58,50	R	29 250,00
24	Mr Min	688774	500	R	96,20	R	48 100,00
25	Deo blocks (1kg of 100g blocks)		300	R	128,70	R	38 610,00
26	Liquid Hand Soap (500ml)	667744	500	R	71,50	R	35 750,00
27	Swabs - Small Dish Cloths (Pack of 5)	548817	400	R	71,50	R	28 600,00
28	Kitchen Cloth	548817	300	R	26,00	R	7 800,00
Sub-Total						R	325 000,00
	<u>SANITARY CONSUMABLES</u>						
	<u>Below are items for sanitary consumables:</u>						
29	Toilet Paper 2ply (48 Rolls)	674721	3000	R	754,00	R	2 262 000,00
30	Paper Towel Industrial	674720	1500	R	520,00	R	780 000,00
31	Paper Towel Kitchen TwinSaver	688242	1000	R	91,00	R	91 000,00
Sub-Total						R	3 133 000,00
TOTAL - carried forward to FINAL SUMMARY						R	5 181 865,00

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4. Revisions

Date	Rev.	Compiler	Remarks
September 2025	1	Mashudu Musenwa	New document

5. Acknowledgements

N/A

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