

|                                                                                         |               |            |
|-----------------------------------------------------------------------------------------|---------------|------------|
|  Eskom | Scope of work | Generation |
|-----------------------------------------------------------------------------------------|---------------|------------|

Title: **Supply and Delivery of Stationery to Tutuka Power Station for a period of 5 years as and when required basis.**

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### **CONTROLLED DISCLOSURE**

## **1. Introduction**

Supply and delivery of stationery to Tutuka Power Station for a period of 5 years on an as and when required basis.

## **2. Supporting Clauses**

### **2.1 Scope**

The supplier is required to supply stationery items to Tutuka Power Station. The supplier is expected to deliver as per specification. Delivery to be on an as and when requested basis.

A purchase order will be issued to the supplier with the required items. Upon delivery, a delivery will be requested for processing of payment. No item delivered that is not on the required specification will be accepted. Quality check to be performed upon receiving of stationery items.

#### **2.1.1 Purpose**

The purpose of this document is to define the user requirement specification for Supply and delivery of stationery for Tutuka Power Station.

**The supplier will deliver the following description of goods.**

| <b>ITEM NO</b>   | <b>ITEM DESCRIPTION</b>              | <b>UNIT SIZE</b> | <b>UNIT</b> | <b>QTY</b> |
|------------------|--------------------------------------|------------------|-------------|------------|
| <b>100</b>       | <b>ADHESIVE LABLES &amp; TAPES</b>   |                  |             |            |
| 101              | Sticky note colour flags (4 colours) | 11.9mm x 43.2mm  | Each        | 500        |
| 102              | Sticky note "sign here"              | 45mm x 12mm      | packs       | 350        |
| 103              | Colour Coded Dots L                  | L ( C32)         | Each        | 350        |
| 104              | Colour Coded Dots M                  | M                | Each        | 350        |
| 105              | Colour Coded Dots S                  | S C19 )          | Each        | 350        |
| 106              | Sticky notes S                       | S (10x5x20mm )   | Each        | 600        |
| 107              | Sticky notes M                       | M 76 x 76 mm     | Each        | 500        |
| 108              | Sticky notes L                       | L 51mm x 51mm    | Each        | 500        |
| <b>Sub-Total</b> |                                      |                  |             |            |

### **CONTROLLED DISCLOSURE**

|                  |                                        |                          |          |      |
|------------------|----------------------------------------|--------------------------|----------|------|
| <b>200</b>       | <b>PAPER, BOOKS &amp; PADS</b>         |                          |          |      |
| 201              | Hard A4 Colour Paper                   | A4                       | 5/ pack  | 2000 |
| 202              | Hardcover A4 (192 pages)               | A4                       | 5/pack   | 2000 |
| 203              | Hardcover A5 (192 pages)               | A5                       | 5/pack   | 2000 |
| 204              | Spiral Shorthand books A5              | A5                       | 12/pack  | 2000 |
| 205              | Spiral Shorthand books A4              | A4                       | 10pack   | 2000 |
| 206              | Hardcover memo/notebook A6 (144 pages) | A6                       | 10/pack  | 2000 |
| 207              | Exam Pad                               | A4                       | 10/pack  | 2000 |
| 208              | A4 Frosted Binding covers              | A4                       | 100/pack | 600  |
| 209              | Laminating Pouchers A4                 | A 4                      | 100/pack | 1200 |
| 210              | Laminating Pouchers A3                 | A3                       | 100/pack | 400  |
| 211              | Flip Charts                            | 90cm x 120cm (30 sheets) | Each     | 300  |
| <b>Sub-Total</b> |                                        |                          |          |      |
|                  |                                        |                          |          |      |
| <b>300</b>       | <b>DESKTOP STATIONERY</b>              |                          |          |      |
| 301              | Pens (red, green, blue, black)         | 1.000mm                  | Boxes    | 1000 |
| 302              | Gel Pens (Black & Red)                 |                          | Boxes    | 700  |
| 303              | Clutch pencil 0.5                      | 0.5                      | Boxes    | 400  |
| 304              | Clutch pencil 0.7                      | 0.7                      | Boxes    | 400  |
| 305              | Clutch pencil 0.9                      | 0.9                      | Boxes    | 400  |
| 306              | leads 0.5                              | 0.5                      | Boxes    | 600  |
| 307              | Pencil leads 0.7                       | 0.7                      | Boxes    | 400  |
| 308              | Pencil leads 0.9                       | 0.9                      | Boxes    | 400  |
| 309              | Eraser                                 | 1-2 inches long          | packs    | 500  |

**CONTROLLED DISCLOSURE**

|     |                                             |                 |         |      |
|-----|---------------------------------------------|-----------------|---------|------|
| 310 | Permanent markers (Black, Red, Blue, Green) | EK 70           | packs   | 500  |
| 311 | Highlighters                                | 6pcs set        | packs   | 1000 |
| 312 | Glue stick                                  | 43g             | 24/pack | 100  |
| 313 | Correction tape                             |                 | Each    | 100  |
| 314 | Correction pen                              |                 | Each    | 100  |
| 315 | Key Tags and Rings                          |                 | Each    | 500  |
| 316 | Correction fluid                            |                 | Each    | 500  |
| 317 | Ruler                                       | 30 cm           | Each    | 450  |
| 318 | Puncher- Standard                           | 150x 70 x 150mm | Each    | 450  |
| 319 | Puncher – Heavy Duty                        | 120 x 90x220mm  | Each    | 80   |
| 320 | Stapler- Standard                           | 10x 3x 5 cm     | Each    | 450  |
| 321 | Stapler – Heavy Duty                        | 28 x 15 x 8cm   | Each    | 80   |
| 322 | Staples – Standard                          | 8x7x2.5         | Each    | 1000 |
| 323 | Staples – Heavy Duty                        |                 | Each    | 500  |

|     |                               |              |       |     |
|-----|-------------------------------|--------------|-------|-----|
| 324 | Staple remover                | 21x14x21mm   | Each  | 500 |
| 325 | Scissor                       |              | Each  | 500 |
| 326 | Adhesive tape clear small     | 35x5mm       | Each  | 350 |
| 327 | Adhesive tape clear large     | 24x66mm      | Each  | 500 |
| 328 | Sticky Adhesive Prestik       | 100g         | Each  | 200 |
| 329 | Paperclips S                  | 33mm         | Each  | 150 |
| 330 | Paperclips L                  | 78mm         | Each  | 150 |
| 331 | Magnetic self-adhesive pins   | 1cm          | Each  | 100 |
| 332 | Magnetic Paper Clip Dispenser | 144 x63x92mm | Each  | 100 |
| 333 | Finger cone                   | 90x100x20mm  | Each  | 200 |
| 334 | Desk Pen Holder (round ups)   | 0.7mm        | Each  | 500 |
| 335 | Rubber bands                  | 100g         | packs | 200 |

**CONTROLLED DISCLOSURE**

|                  |                                |                        |      |     |
|------------------|--------------------------------|------------------------|------|-----|
| 336              | Fold back clip 51mm            |                        | Each | 250 |
| 337              | Fold back clips 41mm           |                        | Each | 250 |
| 338              | Fold back clips 32mm           |                        | Each | 250 |
| 339              | Fold back clips 25mm           |                        | Each | 250 |
| 340              | Fold back clips 22mm           |                        | Each | 250 |
| 341              | Fold back clips 19mm           |                        | Each | 250 |
| 342              | Memo Cube Refill               | 4x100sheets<br>(76x76) | Each | 250 |
| 343              | Scientific Calculator          | 96.5x155x24.5m         | Each | 250 |
| 344              | 10 Digit Calculator            | EL331                  | Each | 350 |
| 345              | Desk Organiser: 5 Compartments |                        | Each | 500 |
| 346              | 3 Tier Letter Tray             |                        | Each | 250 |
| 347              | Holder Memo Cube               |                        | Each | 200 |
| <b>Sub-Total</b> |                                |                        |      |     |

|            |                             |              |         |      |
|------------|-----------------------------|--------------|---------|------|
| <b>400</b> | <b>FILING &amp; STORAGE</b> |              |         |      |
| 401        | A4 Leaver Arch Files 1450   | A4           | Each    | 1000 |
| 402        | A3 Lever Arch Files         | A3           | Each    | 250  |
| 403        | Ring files (small files)    | 25mm spine   | Each    | 250  |
| 404        | Clip boards                 | 355 x 230 mm | Each    | 250  |
| 405        | Display books 10 pockets    | 10 pockets   | Each    | 400  |
| 406        | Display books 20 pockets    | 20 pockets   | Each    | 400  |
| 407        | A4 File Pockets             | A4           | 5/ Pack | 450  |
| 408        | Envelopes A4                | A4           | Each    | 300  |
| 409        | Envelopes A5                | A5           | Each    | 300  |

|     |                     |    |         |     |
|-----|---------------------|----|---------|-----|
| 410 | Secretarial Folders | A4 | Each    | 300 |
| 411 | Document Wallet     | A4 | 5/ Pack | 300 |
| 412 | Accessory Files     | A4 | Each    | 350 |

**CONTROLLED DISCLOSURE**

|                  |                             |      |      |     |
|------------------|-----------------------------|------|------|-----|
| 413              | Carry Folders (with button) | A4   | Each | 450 |
| 414              | File dividers 1-5 (blank)   | A4   | Each | 250 |
| 415              | File dividers 1-5           | A4   | Each | 250 |
| 416              | File dividers 1-10 (blank)  | A4   | Each | 250 |
| 417              | File dividers 1-10          | A4   | Each | 250 |
| 418              | File Dividers 1-12 (blank)  | A4   | Each | 250 |
| 419              | File dividers 1-12          | A4   | Each | 250 |
| 420              | File dividers 1-20 (blank)  | A4   | Each | 250 |
| 421              | File dividers 1-20          | A4   | Each | 250 |
| 423              | File dividers Jan -Dec      | A4   | Each | 800 |
| 424              | File Dividers 1-31          | A4   | Each | 800 |
| 425              | Binding Comb 6mm            | 6mm  | Each | 150 |
| 426              | Binding Comb 8mm            | 8mm  | Each | 150 |
| 427              | Binding Comb 10mm           | 10mm | Each | 150 |
| 428              | Binding Comb 12mm           | 12mm | Each | 150 |
| 429              | Binding Comb 16mm           | 16mm | Each | 150 |
| 430              | Binding Comb 22mm           | 22mm | Each | 150 |
| 431              | Binding Comb 25mm           | 25mm | Each | 150 |
| <b>Sub-Total</b> |                             |      |      |     |

|            |                                                  |         |         |      |
|------------|--------------------------------------------------|---------|---------|------|
| <b>500</b> | <b><u>PRESENTATION, PLANNING &amp; OTHER</u></b> |         |         |      |
| 501        | Whiteboard Markers (Black, Red, Blue, Green)     | Wb 15   | 10/pack | 700  |
| 502        | Whiteboard Liquid                                | 237ml   | Each    | 600  |
| 503        | Whiteboard Eraser                                | 95x50mm | Each    | 400  |
| 504        | Batteries AAA                                    | AAA     | 6/pack  | 250  |
| 505        | Batteries AA                                     | AA      | 6/pack  | 250  |
| 506        | Permanent markers (3 different colours)          | Ek700   | 12/pack | 1000 |
| 507        | Project pointers with stylus                     |         | Each    | 50   |

## 2.1.2 Applicability

This document is applicability to all Tutuka Power Station employees.

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### **2.1.3 Effective date**

The document will be effective after the day of approval.

## **2.2 Normative/Informative References**

### **2.2.1 Normative**

- [1] ISO 9001 Quality Management Systems
- [2] HACCP Hazard Analysis and Critical Control Points
- [3] OHSAS 18001:2007/ ISO 45001:2018, Occupational Health and Safety Management systems.

### **2.2.2 Informative**

- [4] ISO 9001 Quality Management Systems
- [5] ISO 14001 (Environment)

## **2.3 Definitions**

| <b>Definition</b> | <b>Explanation</b>                                                                                                  |
|-------------------|---------------------------------------------------------------------------------------------------------------------|
| Supplier          | A company, person that provides service or need, especially over a long period of time.                             |
| Contractor        | A person or company that signs a contract to supply materials or workers to perform a service.                      |
| Supply Manager    | Is an individual in a company responsible for the management and administration of contracts, as well as processes. |

## **2.4 Abbreviations**

| <b>Abbreviation</b> | <b>Explanation</b>                                 |
|---------------------|----------------------------------------------------|
| OHSAS               | Occupational Health and Safety Management systems. |
| SHEQ                | Safety Health Environment and Quality.             |

## **2.5 Roles and Responsibilities**

The following sections contain specific functions within each of the following roles and responsibilities related to the execution of the works, but is not limited to below:

### **2.5.1 The Contractor**

- 1.5.1.1 Ensure compliance to all requirements within this document.
- 1.5.1.2 Provide training and create awareness to their employees.

### **1.5.2 The Employer**

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1.5.2.1 Provides the Eskom Standards and Procedures

**2.5.1.2 Compliance Monitoring**

The following requirements for conducting and monitoring the services will apply to the Works. The Contractor shall actively participate in and adhere to the Employer's requirements and other procedures initiated for the purpose of maintaining the Catering service. The Contractor shall attend the Site meetings when deemed required by the Employer.

| <b>Title and Purpose</b> | <b>Approximate Time &amp; Interval</b> | <b>Location</b>            | <b>Attendance by:</b>                                    |
|--------------------------|----------------------------------------|----------------------------|----------------------------------------------------------|
| Operations meeting       | Once a month                           | On site or MS Teams        | Eskom representatives and the contractor representatives |
| Safety meetings          | As and when required                   | TBA                        | Eskom representatives and the contractor representatives |
| Contractual meetings     | Once a month                           | Eskom Premises or MS Teams | Eskom representatives and Management                     |

The Employer's Supervisor or representative shall be entitled to request the Contractor to provide additional reports when in his/her opinion they are warranted to monitor the progress of the work.

The documents are as follows:

| <b>Title and purpose</b>                                     | <b>Frequency</b> |
|--------------------------------------------------------------|------------------|
| Monthly progress report, reporting on actual work completed. | Monthly          |
| Risk Register and Customer Surveys                           | Monthly          |

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|                |        |
|----------------|--------|
| Delivery notes | Weekly |
|----------------|--------|

## **2.6 Process for Monitoring**

The purpose of this document is to define the user requirement specifications for the provision of Stationery for Tutuka Power Station employees.

N/A

## **2.7 3. Contractor's Responsibilities**

- The Goods will conform with the quality, description, and other particulars of the goods stated in the bid documents.
- The Goods will conform with all descriptions and specifications provided to the customer in response to the bid documents.
- The Goods will be of satisfactory quality and fit for any intended use expressly or impliedly made known to the Supplier, and will be free from all defects in materials, workmanship for a period of 6 months from the date of delivery.
- The Goods will comply with all performance and other specifications stated in the bid documents, and all applicable legislation for the time being in force.
- The Goods will conform with all quality standards.

### **2.7.1 QUANTITIES**

Unless the Customer has agreed otherwise in writing, the Supplier shall deliver the exact quantities of the stationery specified in the Purchase Order. Without affecting its other rights and remedies, the Customer reserves the right to reject incomplete deliveries and to return excess quantities at the Supplier's risk and expense.

### **3.1 DELAYS IN THE SUPPLIER'S PERFORMANCE**

- Delivery of the Goods shall be made by the Supplier in accordance with the time stated in the Purchase Order
- If at any time during the performance of Contract or the delivery of Goods, the Supplier encounters conditions impeding timely delivery of Goods, the Supplier shall within 24

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hours notify the Customer in writing of the fact of the delay, its likely duration, and its cause.

- A delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable for the imposition of penalties.

## **2.7.2 3.2 SUPPLY, DELIVERY AND ACCEPTANCE OF GOODS**

- The Supplier shall deliver the Goods in the Time for Delivery specified in the Purchase Order. Time is of the essence as to the delivery of the Goods under the Contract and if the Supplier does not comply with its obligations the Customer may Cancel the Contract in whole or in part without incurring any liability to the Supplier.
- Refuse to accept any subsequent delivery of items comprised in the Goods which the Supplier attempts to make; Purchase substitute items elsewhere; and Holds the Supplier accountable for any loss and additional costs incurred by the Customer.
- The Goods shall be properly packed and secured in such a manner as to enable it to reach its destination in good condition. No charge shall be made for wrapping, packing, cartons, boxes, crating or containers unless specified in the Purchase Order, and the Customer shall not be responsible for returning any such materials.
- The Goods shall be delivered by the Supplier to the Delivery Place specified in the Purchase Order,
- The Goods shall be received at the Delivery Place, subject to the Customer's inspection and approval. Any Goods which the Customer rejects as not conforming to the specification in the bid documents or sample provided shall be returned at the Supplier's risk and expense.

## **2.8 Acceptance**

This document has been seen and accepted by:

| <b>Name</b>   | <b>Designation</b>                |
|---------------|-----------------------------------|
| Aneske Juries | Risk and Assurance Manager        |
| Gugu Zuma     | Support Services Manager (Acting) |

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|               |                                |
|---------------|--------------------------------|
| Portia Digomo | Officer Business Administrator |
|               |                                |

## **2.9 4. Revisions**

| <b>Date</b>  | <b>Rev.</b> | <b>Compiler</b> | <b>Remarks</b> |
|--------------|-------------|-----------------|----------------|
| January 2026 | 01          | P.Digomo        | First version  |

## **2.10 5. Development Team**

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

- Portia Digomo
- Gugu Zuma

## **3. Acknowledgements**

N/A

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