

## **Consumables Contract**

### **Background**

Offering tea and coffee can create a more comfortable and enjoyable work environment, contributing to employee satisfaction and morale. We currently do not have an existing contract for consumables. Therefore it becomes difficult to render this service due to high demand and increased numbers in the office. Also we cannot explore LPO route because it has a limiting amount which is lower than the required consumables amount. Also there are fewer contractors/vendors on the Eskom database.

### **Scope of work**

The supply and delivery of consumables (food and non-food items) as specified below. Should the branded items not be available, the *Contractor* shall endeavour to replace this with equal or better items, approved by the *Employer*.

Consumables off-loaded at the various sites shall be handed over to an *Employer's Agent* or delegate, and the transaction completed with a signed-off delivery note. All deliveries will be made to an agreed-upon (between *Employer's Agent* and *Contractor*), designated area at each site.

The *Employer* will utilise the Task Order form (stating quantity required and delivery date) to request from the *Contractor* specific quantities of the listed consumables as may be required by the *Employer*. The frequency of such orders placed will be determined by the *Employer's* need for a particular consumable.

### **Milk containers:**

- Should specify nutritional information.
- Shall have a customer care-line number.
- Shall be biodegradable.
- Shall have tamper-proof, easy-to-open, hygienic, and sealed caps.
- The manufacturing date, and "best before" or "used by" date shall be clearly indicated

### **Milk:**

- Shall be pasteurised and homogenised.
- Shall be rBst-free.
- Shall be long-life.
- Powder Milk-1kg
- Full Cream
- Low Fat

## Sugar

- White Sugar and Brown Sugar

## Coffee and Tea

- Instant Granular Coffee
- Ceylon Quality Tea
- Rooibos Tea

## **NON-FOODS**

Disposable Paper Cup (Ripple) 250ml 100's

### **Eskom sites where the *service* is required:**

<b>Eskom Sites</b>	<b>Base Sites</b>
Sunilaws office park	East London
Sunilaws operation Centre	East London
Coastal Complex (Fleet and Training building)	East London
Ducats	East London
King William's town complex	East London
Uitenhage complex	Uitenhage
Aliwal North office	Aliwal North
Zimbane Complex	Mthatha
Butterworth Complex	Butterworth
Kokstad office	Kokstad

Signature



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*Sazi Ntikinca*

