

	Scope of Work	Kusile Power Station
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Title: **Supply and Delivery of Stationery**

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Area of Applicability: **Kusile Power Station**





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1. Introduction

The efficiency and effectiveness of the entire Kusile Business Unit is reliant on the availability of spares as well as other office items like stationery. The aim of establishing the contract for the office items is to facilitate procurement of the office stationery and other items that are essential for operations, projects, and activities of the station. The intent of the stationery contract is to effectively support the production processes avoiding stockouts.

2. Scope

- Supply and delivery of office stationery at Kusile Power Station, for a period of 5 years on an as and when basis.

2.1.1 Purpose

This will be to stipulate the description and specification of the office stationery required at Kusile Power Station.

2.1.2 Applicability

Materials Management

2.1.3 Effective date

Date of authorisation

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] ISO 9001 Quality Management Systems
- [2] 32-681 Eskom Safety Regulations
- [3] 32-1033 Eskom Procurement and supply Chain Management Policy.
- [4] 32-1034 ESKOM Procurement and Supply Chain Management Procedure.

2.2.2 Informative References

- [1] Eskom's Safety, Health, Environment and Quality (SHEQ) Policy (32-727) Rev 8
- [2] Eskom Code of Ethics 32-527 & Ethics Procedure 32-757
- [3] Declaration of interests; Conflict of Interest Policy 32-173

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2.3 Roles and Responsibilities

Supplier Responsibility.

- Supplier will be responsible for the transporting of office stationery
- Turnaround time for spares, consumables, and delivery.
- Complying with Eskom Safety Requirements and lifesaving rules.
- Provide reasonable evidence of required compliance.

Employer Responsibility:

- Upholding the procurement principles of fairness, equitability, transparency, competitiveness, and cost-efficiency within the approved legal Procurement Framework.
- Technical Evaluation.
- Compliance with the Public Finance Management Act

2.4 Process for Monitoring

The implementation of this document will be monitored by Materials Management during the procurement process.

2.5 Procurement

- Perform all procurement processes outlined in this scope of work.
- Issue RFQ's and/or RFI's for the procurement of stationery.
- Set up clarification meetings between Supplier and Employer.
- Acts as communication link between Supplier and Employer.
- Ensure all necessary payments are effected timeously and keep record thereof.
- Compile and present mandate to negotiate and arrange negotiation meetings as and when required and give feedback to relevant tender committee.

2.6 Process for Monitoring.

- Not Applicable.

2.7 Related/Supporting Documents.

- Not Applicable.

2.8 Delivery and quality requirements.

- The supplier shall supply preservation and storage procedures where applicable.
- Should the Employer be dissatisfied with all or certain items relating to a specific item (including but not limited to suspected inferior quality or non-compliance) the supplier

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will make good, rectify the faults, or supply new item at his/her cost.

- Complete price breakdown must be supplied with quotation and must include the cost of transport to respective Power Station. However, Employer reserves the right to use the Employer's own transport.
- Items will be opened for inspection, counting and quality control check at the Employer's stores.

3. Specification and description of the goods

Supply and delivery of Office and general domestic goods with unique material numbers and material specifications as detailed in the table below.

4. Packaging.

Delivery packaging to have the following details on it:

- Oder number.
- Physical address of the Power Station.
- Delivery note number.
- Material number and quantity.

5. Exclusions

- Subcontracting shall not be permitted, unless declared and accepted prior to contract award.
- The supplier shall not be responsible for the storage of items after acceptance at delivery by Employer.
- The supplier shall not be responsible for offloading items during delivery.

5.1 SHEQ

The Employer reserves the right to request certification from the Supplier that proves compliance to relevant SHEQ legislations, standard, and procedures. If during procurement, the supplier is found guilty of contravention of any SHEQ legislations, the Employer shall, at Employer's discretion, cancel the contract and Supplier shall be liable for all the costs incurred therein.

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Specification and description of office stationery

Stock Number	Quantity	Description	UOM
542407	8000	MARKER, FELT TIP: TYPE: WHITE BOARD; COLOR: ASSORTED; WALLET OF 12	EA
537374	8000	REMOVER, STAPLE: TYPE: BANTEX	EA
538173	8000	BOOK, EXERCISE: TYPE: NOTE; COMMERCIAL SIZE: A6; PAGE QUANTITY: 144; COVER TYPE: HARDCOVER; COVER MATERIAL: PAPER	EA
539042	8000	BOOK, EXERCISE: TYPE: 2 QUIRE; COMMERCIAL SIZE: A4; PAGE QUANTITY: 192; COVER TYPE: HARD; COVER MATERIAL: PAPER; A4 HARDCOVER 2QUIRE BOOKS	EA

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540834	8000	MARKER, FELT TIP: TYPE: HIGHLIGHTERS WALLET; COLOR: ASSORTED; X6	EA
650045	8000	ADHESIVE: TYPE: GLUE STICK; CONTAINER: TUBE 40 G	EA
650299	8000	DIVIDER, INDEX: MATERIAL: PVC; TYPE: JAN-DEC; DIMENSIONS: A4; 6089	EA
650384	8000	BOOK: TYPE: INDEX; TITLE: NOTES; SIZE: A5; COVER TYPE: HARD; PAGE QUANTITY: 192	EA
650387	8000	SCISSORS: LENGTH: 212 MM; HANDLE COLOR: ORANGE	EA
650389	8000	PEN, BALL POINT: TYPE: BX V5 EXTRA FINE; TIP SIZE: 0.5 MM; INK COLOR: ASSORTED; HI TECH	EA
652862	8000	STAND: TYPE: LAPTOP COOLER; MATERIAL: ALUMINIUM	EA
653960	8000	CLIPBOARD: WIDTH: 210 MM; LENGTH: 297 MM; MATERIAL: PVC	EA
655068	8000	STAPLE: TYPE: GIANT; COMMERCIAL SIZE: 66/8; WIDTH: 8 MM	EA
655451	8000	PENCIL, MECHANICAL: TYPE: CLUTCH; COLOR: ASORTED; DIAMETER: 0.7 MM; MATERIAL: PLASTIC	EA
663901	8000	FILE: TYPE: LEVER ARCH; DIMENSIONS: 70 MM; MATERIAL: PVC; COLOR: BLUE	EA
703077	8000	FILE, STATIONERY: TYPE: POCKET; SIZE: A4; MATERIAL: PVC; COLOR: CLEAR; CAPACITY: 100; A4 FILING POCKETS	EA
704236	8000	PAD, WRITING PAPER: TYPE: STICKY NOTES YELLOW; SIZE: 38 X 51 MM MM; COLOR: YELLOW; PAGE QUANTITY: 300 SHT; RULED: NO; MARGINE: NO; MEMO CUBE; SELF ADHESIVE	EA
708562	8000	CLIP, PAPER: TYPE: WIRE; LENGTH: 33 MM; MATERIAL: STL; COLOR: SILVER	EA
713846	8000	PAD, DESK: TYPE: NEON CUBE STICKY NOTES; DIMENSIONS: 75X127MM MM; COLOR: VARIOUS COLOURS	EA
652876	8000	ORGANIZER, DESK: TYPE: OFFICE; SHAPE: ROUND; DIVISIONS: 5 COMPARTMENTS	EA
534227	8000	TRAY SET, DESK: NUMBER IN SET: 3; TYPE: LETTER; COLOR: CLEAR; MATERIAL: MOULDED PLASTIC; SIZE: WD 235 X LG 320 MM; MANUF P/N: 9414; BANTEX	EA

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704754	8000	BOX, FILING: TYPE: SPS FOOLSCAP JUMBO ARCHIVE BOX-KRAFT; WIDTH: 210 MM; LENGTH: 255 MM; DEPTH: 365 MM; MATERIAL: CARDBOARD; ASSEMBLY FORM: ARCHIVING; COVER COLOR: BROWN	EA
655294	8000	BOX: TYPE: TM55 STORAGE COLLAPSIBLE; WIDTH: 105; LENGTH: 380; DEPTH: 260; MATERIAL: CARDBOARD	EA
688894	8000	BOX, FILING: TYPE: ARCHIVE BOX WITH LID; WIDTH: 25 CM; LENGTH: 43 CM; DEPTH: 32.5 CM; MATERIAL: CARDBOARD; COVER COLOR: BROWN; METRO FILE, INSTACASE SWB CARTON, CORRUGATED, (MOQ 10) - 2G_CAIN4332	EA
654178	8000	FILE, STATIONERY: TYPE: EXECUTIVE FLIP 100 POCKET; SIZE: A4; MATERIAL: PVC; COLOR: BLACK	EA
655480	8000	PEN, BALL POINT: TYPE: BLG2 PILOT; TIP SIZE: 1.0 MM; INK COLOR: BLACK; 10 BROADS	EA
683743	8000	POUCH: TYPE: LAMINATING; DIMENSIONS: A4; MATERIAL: PVC, CLEAR	EA
17482	8000	BOOK, RECORD: TYPE: SHORTHAND NOTE, STENO PAD; SIZE: 203 X 127 MM; BINDING METHOD: TOP SPIRAL; REFERENCE NO: JD125; S1; RA200; JD145; WITHOUT CENTRE LINE AND MARGIN	EA
693772	8000	POUCH: TYPE: LAMINATING; DIMENSIONS: A3; MATERIAL: PVC, CLEAR	EA
653739	8000	POUCH, LAMINATED: SIZE: WD 65 X LG 95 MM; THICKNESS: 80 UM; FINISH: GLOSS; PACKAGE QUANTITY: 100	EA
654237	8000	LAMINATOR: LAMINATION PROCESS: HOT SEAL; TYPE: POUCH; DOCUMENT SIZE: A3	EA
536328	8000	MARKER, FELT TIP SET: TYPE: HIGHLIGHTER WALLET; INK TYPE: WATER BASED; NUMBER IN SET: 6; TIP TYPE: CHISEL; TIP SIZE: 1-5 MM; MANUF P/N: PENFLEX HI-GLO	EA
655046	8000	STAPLER: TYPE: JUNO PLUS; STAPLE SIZE: 210	EA
17445	8000	PEN, BALL POINT: TYPE: PILOT V; TIP SIZE: 0.5 MM; INK COLOR: BLACK	EA
654468	8000	BOOK, RECORD: TYPE: MEMO; SIZE: A5; PAGE QUANTITY: 100; BOT; FULL	EA
648840	8000	CARDBOARD, SHEET: TYPE: PROJECT; SIZE: A4; COLOR: PASTELL ASSORTED; NOMINAL BASIS WEIGHT: 160 G/M2; QTY 100	EA

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648846	8000	CARDBOARD, SHEET: TYPE: PROJECT; SIZE: A3; COLOR: PASTELL ASSORTED; NOMINAL BASIS WEIGHT: 160 G/M2	EA
158751	8000	LEAD, PENCIL: DIAMETER: 0.7 MM; HARDNESS: HB; QUANTITY: 12; GRAPHITE	EA
172968	8000	CABLE: TYPE: EXTENSION; SUPPL P/N: 330130-040-01-00; SIZE: 8MM FOR SHAFT VIBRATION	EA
533129	8000	PAD: TYPE: POST-IT; DIMENSIONS: SQ 76 MM; MATERIAL: PAPER; YELLOW	EA
536009	8000	REFILL, MEMO CUBE: COLOR: WHITE	EA
655470	8000	BAND, ELASTIC: WIDTH: 3; LENGTH: 100; COLOR: NATURAL; PACKAGE SIZE: 500; NO34	EA
655599	8000	CLIP, PAPER: TYPE: DISPENSER; LENGTH: 4.8 MM; MATERIAL: STL	EA
538036	8000	STAPLE: TYPE: PAPER; WIDTH: NO 26/6; MATERIAL: STL; REXEL	EA
521719	8000	BATTERY, DRY CELL: MATERIAL: ALKALINE; POTENTIAL: 1.5 V; DIMENSIONS: AAA; CONNECTION: FLAT; CURRENT CAPACITY: 1.150 MA HR; STATIONERY, INSTALL	EA
521720	8000	BATTERY, DRY CELL: MATERIAL: ALKALINE; POTENTIAL: 1.5 V; DIMENSIONS: AA; CONNECTION: FLAT; CURRENT CAPACITY: 2.850 MA HR; STATIONERY, INSTALL	EA
539090	8000	FOLDER, FILE: TYPE: QUOTATION; COLOR: BLUE; MANUF P/N: 3230	EA
650391	8000	TAPE, ADHESIVE: TYPE: BUFF, SELLO; DIMENSIONS: WD 48 MM X LG 100 M; MATERIAL: VINYL; COLOR: CLEAR	EA
655389	8000	MARKER, FELT TIP: TYPE: PERMANENT; COLOR: ASSORTED; 70 EACH	EA
650360	8000	CARD, MEMORY: TYPE: USB STICK; MEMORY SIZE: 16 GB	EA
655624	8000	PUNCH, PAPER: TYPE: PREMIUM P215; HOLE SIZE: 6 MM; OPERATED: HAND; DUTY: LIGHT	EA
576358	8000	PRINTER, LABEL: UNIT TYPE: BROTHER QL-700; CHARACTER HEIGHT: UP TO 62MM; OPERATION METHOD: PC CONNECTIVITY	EA
732830	8000	BINDING ELEMENT, COMB: TYPE: ELECTRICAL BINDING/PUNCHING; COMMERCIAL SIZE: WEIGHT 13,24 KG; RING QUANTITY: 21; DIAMETER: 40.4 CM; CAPACITY: 30 / 500 SHT; H21,4 X W20,2 CM	EA

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738047	8000	CLIP, PAPER: TYPE: WIRE; LENGTH: 50 MM; MATERIAL: STEEL; COLOR: VARIOUS	EA
651961	8000	CARDBOARD, SHEET: TYPE: PROJECT; SIZE: A4; COLOR: BRIGHT; NOMINAL BASIS WEIGHT: 160 G/M2; ASSORTED	EA
654039	8000	CALCULATOR, SCIENTIFIC: DISPLAY TYPE: 2 LINES; POWER SOURCE: BATTERY; DIGITS: 12; EL 531	EA
655422	8000	CLIPBOARD: WIDTH: 9 IN; LENGTH: 12 IN; MATERIAL: MASONITE	EA
650297	8000	DIVIDER, INDEX: MATERIAL: PVC; TYPE: A-Z; DIMENSIONS: A4; 6083	EA
521491	8000	ERASER, BOARD: TYPE: DUSTER, WHITEBOARD; DIMENSIONS: LG 145 X HG 55 MM; HOLDER MATERIAL: NON-MAGNETIC; WIPE MATERIAL: PEEL OFF LAYERS; STATIONARY	EA
654140	8000	FILE, STATIONERY: TYPE: ARCH LEVER; SIZE: 40 MM; MATERIAL: PV; COLOR: BLACK	EA
655236	8000	FILE, STATIONERY: TYPE: LEVER ARCH; SIZE: A4; MATERIAL: PV; COLOR: GREEN	EA
539016	8000	ADHESIVE: TYPE: PRESTIK; CONTAINER: 100 G	EA
650385	8000	RULER: TYPE: SHATTERPROOF; SIZE: 30 CM	EA
655051	8000	STAPLER: TYPE: HEAVY DUTY; STAPLE SIZE: HD210	EA
655580	8000	STAPLE: TYPE: HEAVY DUTY; COMMERCIAL SIZE: 23/6; WIDTH: 6 MM	EA
541270	8000	STAPLE: MANUF P/N: NO 56	EA
652847	8000	POUCH, LAMINATED: SIZE: 54 X 86 MM; THICKNESS: 250 UM; FINISH: GLOSS; LE'S	EA
655421	8000	DIVIDER, INDEX: MATERIAL: POLYPROPYLENE; TYPE: BANTEX 7 TABS; DIMENSIONS: A4	EA
655293	8000	BOOK, EXERCISE: TYPE: JD426 INDEX; COMMERCIAL SIZE: A5; PAGE QUANTITY: 144; COVER TYPE: HARD; COVER COLOR: BLACK AND RED; COVER MATERIAL: CARDBOARD	EA
653912	8000	CLIP: TYPE: FOLDBACK; DIMENSIONS: 32 MM; MATERIAL: STL	EA

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650294	8000	DIVIDER, INDEX: MATERIAL: PVC; TYPE: TAB 10 TAB; DIMENSIONS: A4; 6010	EA
650295	8000	DIVIDER, INDEX: MATERIAL: PVC; TYPE: TAB 20; DIMENSIONS: A4; 6013	EA
528274	8000	FOLDER: TYPE: PVC; SIZE: A4; TAB POSITION: CARRY; COLOR: ASSORTED; MATERIAL: PLASTIC; FLAP CLOSURES SECURELY WITH STUD; CARRY PLASTIC ENVELOPE; 130 MICRON	EA
650356	8000	MARKER, FELT TIP: TYPE: PAINT; COLOR: WHITE	EA
650357	8000	MARKER, FELT TIP: TYPE: PERMANENT; COLOR: ASSORTED; TIP TYPE: FINE CHIP	EA
654250	8000	MARKER, FELT TIP: TYPE: WHITEBOARD; COLOR: ASSORTED; TIP TYPE: ROUND	EA
654812	8000	PAD, WRITING PAPER: TYPE: EXAM PUNCH; SIZE: A4; COLOR: BLACK; PAGE QUANTITY: 80; RULED: YES; MARGIN: YES	EA
654845	8000	PAD, WRITING PAPER: TYPE: NEON, POST IT; SIZE: SQ 76 MM MM; COLOR: ASSORTED; PAGE QUANTITY: 653; RULED: NO; MARGIN: NO MARGIN	EA
533285	8000	PAD, WRITING PAPER: TYPE: NOTES; SIZE: SQ 76 MM MM; COLOR: YELLOW; PAGE QUANTITY: 1200; RULED: NO RULING; MARGIN: NO MARGIN	EA
650361	8000	PEN, BALL POINT: TYPE: PENTEL; TIP SIZE: FINE MM; INK COLOR: ORANGE	EA
650362	8000	PEN, BALL POINT: TYPE: PENTEL CLICK; TIP SIZE: 1 MM; INK COLOR: ASSORTED	EA
655639	8000	PEN, BALL POINT: TYPE: UB-157 EYE ROLL; TIP SIZE: 0.7 MM; INK COLOR: VARIOUS	EA
655444	8000	LEAD, PENCIL: DIAMETER: 0.5 MM; HARDNESS: HB	EA
655626	8000	PUNCH, PAPER: TYPE: PREMIUM P240; HOLE SIZE: 6 MM; HOLES: 2; OPERATED: HAND; DUTY: HEAVY	EA
534267	8000	CLEANER: TYPE: WHITE BOARD PARROT; FORM: LIQUID; CONTAINER: 250 ML	EA
655531	8000	BAND, ELASTIC: WIDTH: 1.5 MM; LENGTH: 35 MM; COLOR: NATURAL; PACKAGE SIZE: 500 G	EA

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655581	8000	ERASER, BOARD: TYPE: SMALL, WHITE; DIMENSIONS: LG 90 X HG 60 MM; HOLDER MATERIAL: NON METALIC; WIPE MATERIAL: PEEL OFF LAYERS	EA
655621	8000	PUNCH, PAPER: TYPE: PREMIUM, P225; HOLE SIZE: 6 MM; OPERATED: HAND; DUTY: MEDIUM	EA
655645	8000	ERASER, RUBBER: DESIGN TYPE: PENTEL ZE11T CLIC-ERASER; USAGE DESIGN: PENCIL; COLOR: ASSORTED	EA
655884	8000	ENVELOPE, STATIONERY: TYPE: NO WINDOW; COMMERCIAL SIZE: C3; COLOR: BROWN; CLOSURE METHOD: SELF SEAL	EA
655899	8000	BOARD, MARKER: TYPE: PLANT LOCATION; FACE TYPE: NON-MAGNETIC; MATERIAL: PVC; COLOR: WHITE; WIDTH: 3 M; HEIGHT: 1.2 M; THICKNESS:	EA
655901	8000	BOARD, MARKER: TYPE: PARROT; FACE TYPE: MAGNETIC; MATERIAL: METAL; COLOR: WHITE; WIDTH: 1.5 M; HEIGHT: 1.2 M; THICKNESS: 18 MM	EA
655909	8000	FILE, STATIONERY: TYPE: 4 HOLE; SIZE: A4; MATERIAL: PVC; COLOR: ASSORTED	EA
655911	8000	CARDBOARD, SHEET: TYPE: PROJECT; SIZE: WD 210 X LG 297 MM; COLOR: WHITE; NOMINAL BASIS WEIGHT: 160 G/M2	EA
682807	8000	STAPLE: TYPE: REXEL STAPLES STANDARD; COMMERCIAL SIZE: NO 56; WIDTH: 26/6 MM; MATERIAL: STL; UNIT PACKAGE TYPE: BOXED 5000; MANUF P/N: AAE06025	EA
689392	8000	POCKET, VISIBLE INDEX FILE: TYPE: DOCUMENT; SIZE: A4; COLOR: CLEAR; MATERIAL: PLASTIC; 3 PACKS OF 100	EA
704238	8000	MARKER, FELT TIP: TYPE: WHITEBOARD; COLOR: BLACK; INK TYPE: WASHABLE; TIP TYPE: ROUND; TIP SIZE: MEDIUM; DRY WIPE; NON-REFILLABLE PLASTIC	EA
704255	8000	SCISSORS: BLADE STYLE: STRAIGHT; LENGTH: 127; CUT LENGTH: 85; MATERIAL: STAINLESS STEEL; HANDLE COLOR: BLACK; TYPE: OFFICE; HANDLE TYPE: PLASTIC	EA
711466	8000	MARKER, FELT TIP: TYPE: XLENE FREE; COLOR: BLACK; INK TYPE: PERMANENT; TIP TYPE: FINE BULLET EK 725; TIP SIZE: 0.7 MM; ARTLINE 700	EA
714940	8000	BOOK: TYPE: EXERCISE; TITLE: AS REQUIRED; SIZE: A5; COVER TYPE: HARDCOVER; PAGE QUANTITY: 192	EA

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718277	8000	DISK, MEMORY: TYPE: STICK; STORAGE CAPACITY: 64 GB; CONNECTION: USB 3.0	EA
722547	8000	BOOK, EXERCISE: TYPE: 3 QUIRE; COMMERCIAL SIZE: A4; PAGE QUANTITY: 288; COVER TYPE: HARD; COVER MATERIAL: PAPER	EA
655289	8000	BINDING ELEMENT: TYPE: 100 IN A BOX; SIZE: 16 MM; MATERIAL: PLASTIC	EA
654146	8000	BINDING ELEMENT: TYPE: SPIRAL; SIZE: 19 MM; 100 IN BOX	EA
654144	8000	BINDING ELEMENT: TYPE: SPIRAL; SIZE: 28 MM; 100 IN BOX	EA
538869	8000	CABINET, FILE: TYPE: 6 DRAWER BUDDY; COLOR: BEIDGE	EA
650303	8000	BINDING ELEMENT: SPIRAL; DIA 6 MM	EA
655483	8000	LAMINATOR: LAMINATION PROCESS: HEAT; TYPE: H318; DOCUMENT SIZE: A3; SPEED: HIGHSPEED	EA
540048	8000	POCKET, VISIBLE INDEX FILE: TYPE: LAMINATING POUCHES; SIZE: A4; COLOR: CLEAR; THICKNESS: 150 UM	EA
625767	8000	COVER: TYPE: BINDING; DIMENSIONS: A4; MATERIAL: PLASTIC; COLOR: CLEAR; PARROT THERMAL BINDING COVER ASSORTED PER BOX OF 25	EA
655918	8000	STAPLE: TYPE: PAPER; COMMERCIAL SIZE: 66/14; WIDTH: 13 MM	EA
655761	8000	STAPLE: TYPE: PAPER; COMMERCIAL SIZE: 23/17; WIDTH: 17 MM	EA
551071	8000	BINDING MACHINE: TYPE: PAPER; POTENTIAL: 220 V	EA
546605	8000	PEN, BALL POINT: TYPE: BIC CLIC; TIP SIZE: 1 MM; INK COLOR: BLACK; INK TYPE: LIQUID; BARREL: SIDE PUSH BUTTON; 1 (ONE) EA = TO 1 (ONE) BOX OFF 60 (SIXTY) PENS	EA
610283	8000	FILE: TYPE: LEVER ARCH; DIMENSIONS: A4; MATERIAL: PVC; COLOR: BLACK	EA
536645	8000	DIVIDER, INDEX: MATERIAL: PVC; TYPE: FILE; DIMENSIONS: A4; 1-31	EA
654297	8000	BOOK, EXERCISE: TYPE: WIRO; COMMERCIAL SIZE: A4; PAGE QUANTITY: 100 PG; COVER TYPE: HARD; COVER MATERIAL: CARDBOARD	EA

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535937	8000	STAPLER:, SUPPLIER: TAURUS	EA
539429	8000	BOOK, EXERCISE: TYPE: NOTE; COMMERCIAL SIZE: A4; PAGE QUANTITY: 192; COVER TYPE: HARD; COVER MATERIAL: CARDBOARD	EA
652848	8000	POUCH, LAMINATED: SIZE: A3; THICKNESS: 150 MM; FINISH: GLOSS	EA
654311	8000	PUNCH, PAPER: TYPE: WIRO; HOLE SIZE: 4.4 MM; PAPER SIZE: A4; OPERATED: HAND; CAPACITY: 150 PG; M	EA
533219	8000	PEN, BALL POINT: TYPE: PARKER REFILL; TIP SIZE: M; INK COLOR: BLACK	EA
542374	8000	DISPENSER: TYPE: POP UP NOTES; SUPPL P/N: R330	EA
652844	8000	POINTER, LASER: TYPE: PRESENTATION; RANGE: 20 M; CORDLESS	EA
650366	8000	PEN, BALL POINT: TYPE: G2; TIP SIZE: 0.7 MM; INK COLOR: ASSORTED; INK TYPE: GEL; B	EA
158652	8000	TAPE, EMBOSSING: COLOR: BLACK ON WHITE; NOMINAL WIDTH: 12.7 MM; NOMINAL LENGTH: 15 M; TYPE: LAMINATED; SUPPL P/N: TZ231; FOR USE ON BROTHER 310 LABELLING MACHINE	EA
654279	8000	FOLDER: TYPE: PRESENTATION 3210; SIZE: A4; TAB POSITION: CARRY; COLOR: ASSORTED; MATERIAL: PLASTIC; ICVMS13	EA
538698	8000	SERVICE: TYPE: STAPLERS REXEL NO.56	EA
655078	8000	BOX: TYPE: STORAGE LEVER ARCH, JUMBO, TIDY; WIDTH: 340 MM; LENGTH: 460 MM; DEPTH: 285 MM; MATERIAL: CARDBOARD	EA
654070	8000	BATTERY, DRY CELL: MATERIAL: ALKALINE; POTENTIAL: 1.5 V; DIMENSIONS: DIA 26.2 X LG 50 MM; CONNECTION: SIDE TERMINALS; TYPE: AA	EA
652871	8000	FILE, STATIONERY: TYPE: FLIP 20 POCKET; SIZE: A4; MATERIAL: PLASTIC; COLOR: CLEAR	EA
652872	8000	FILE, STATIONERY: TYPE: FLIP 30 POCKET; SIZE: A4; MATERIAL: PLASTIC; COLOR: CLEAR	EA
655388	8000	FILE, STATIONERY: TYPE: FLIP FILE 20 POCKET; SIZE: A3; MATERIAL: PLASTIC; COLOR: CLEAR	EA

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654259	8000	BOOK, EXERCISE: TYPE: JD163; COMMERCIAL SIZE: A4; PAGE QUANTITY: 364; COVER TYPE: HARD; COVER MATERIAL: CARDBOARD	EA
538885	8000	CALCULATOR: MANUF P/N: EL-334A	EA
654031	8000	CALCULATOR: TYPE: DESKTOP; DIGITS: 12; OUTPUT: LCD; POWER SOURCE: SOLAR DUAL POWERED; LS80 TE	EA
654047	8000	CALCULATOR, OFFICE: KEYBOARD TYPE: LARGE; DISPLAY TYPE: LCD; POWER SOURCE: AC MAINS; MP1211 DLE	EA
654004	8000	CLIP, PAPER: TYPE: BULLDOG; LENGTH: 100 MM; MATERIAL: STEEL	EA
654005	8000	CLIP, PAPER: TYPE: BULLDOG; LENGTH: 125 MM; MATERIAL: STEEL	EA
654007	8000	CLIP, PAPER: TYPE: BULLDOG; LENGTH: 150 MM; MATERIAL: STEEL	EA
654008	8000	CLIP, PAPER: TYPE: BULLDOG; LENGTH: 32 MM; MATERIAL: STEEL	EA
654009	8000	CLIP, PAPER: TYPE: BULLDOG; LENGTH: 40 MM; MATERIAL: STEEL	EA
654010	8000	CLIP, PAPER: TYPE: BULLDOG; LENGTH: 50 MM; MATERIAL: STEEL	EA
654013	8000	CLIP, PAPER: TYPE: BULLDOG; LENGTH: 60 MM; MATERIAL: STEEL	EA
653915	8000	CLIP: TYPE: FOLDBACK; DIMENSIONS: 41 MM; MATERIAL: STL	EA
653916	8000	CLIP: TYPE: FOLDBACK; DIMENSIONS: 51 MM; MATERIAL: STL	EA
653925	8000	CLIP, PAPER: TYPE: GEM; LENGTH: 33 MM; MATERIAL: STL; COLOR: ASSORTED	EA
653931	8000	CLIP, PAPER: TYPE: GEM; LENGTH: 50 MM; MATERIAL: STL; COLOR: COLORED	EA
653935	8000	CLIP, PAPER: TYPE: GEM; LENGTH: 33 MM; MATERIAL: STL; COLOR: SILVER	EA
653941	8000	CLIP, PAPER: TYPE: GEM; LENGTH: 50 MM; MATERIAL: STL; COLOR: SILVER	EA

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653944	8000	CLIP, PAPER: TYPE: GEM WAFY; LENGTH: 78 MM; MATERIAL: STL; COLOR: SILVER	EA
655441	8000	CLIP, PAPER: TYPE: GEM; LENGTH: 33 MM; MATERIAL: STL; COLOR: WHITE	EA
653986	8000	THIMBLE, FINGER PROTECTION: SIZE: NO 1; MATERIAL: RUBBER; COLOR: RED; 1 EA	EA
536705	8000	DIVIDER, INDEX: TYPE: FILE 5 TAB; DIMENSIONS: A4	EA
650300	8000	DIVIDER, INDEX: MATERIAL: PVC; TYPE: 1-10; DIMENSIONS: A4; 6089	EA
650301	8000	WALLET: TYPE: DOCUMENT A4; MATERIAL: POLYPROPYLENE; B3436; WITH PRESS STUD	EA
654721	8000	INK: TYPE: PILOT; COLOR: BLUE, RED, BLACK; CONTAINER: 30 ML	EA
655208	8000	STAMP: TYPE: TRODAT 5460 TRO5460P; TITLE: DATER	EA
650390	8000	TAPE, ADHESIVE: TYPE: BUFF; DIMENSIONS: WD 48 MM X LG 50 M; MATERIAL: VINYL; COLOR: CLEAR	EA
650392	8000	TAPE, ADHESIVE: TYPE: SELLO; DIMENSIONS: WD 12 X LG 66 MM; MATERIAL: VINYL; COLOR: CLEAR	EA
650386	8000	RULER: SIZE: 30 CM; MATERIAL: STAINLESS STEEL	EA
521507	8000	CARD SET, GUIDE FILE: INSCRIPTION: A-Z; READY SORTER	EA
542592	8000	PUNCH, PAPER: TYPE: HEAVY DUTY; HOLE SIZE: 5.5 MM; HOLES: 2; CAPACITY: 63 SHT; MANUF P/N: DP800	EA
538989	8000	POCKET, VISIBLE INDEX FILE: TYPE: DOCUMENT; SIZE: A4; COLOR: CLEAR; PLASTIC; A4	EA
655047	8000	PEN, BALL POINT: TYPE: V BALL; TIP SIZE: 0.5 MM; INK COLOR: BLACK	EA
655478	8000	PEN, BALL POINT: TYPE: PILOT FRIXION; TIP SIZE: 0.7 MM; INK COLOR: BLACK	EA
655450	8000	PENCIL: MATERIAL: WOOD; HARDNESS: B; COLOR: BLACK; TYPE: STAEDTLER TRADITION	EA
655448	8000	PENCIL: MATERIAL: WOOD; HARDNESS: 2B; COLOR: BLACK; TYPE: STAEDTLER TRADITION	EA

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521184	8000	SHARPENER, PENCIL: TYPE: MANUAL; HOLE QUANTITY: 2; MATERIAL: STAINLESS STEEL	EA
650383	8000	PEN BALL PNT: SUPER GRIP RETRACT;0.7 MM	EA
650368	8000	PEN: TYPE: GEL GRIP HYBRID; COLOR: ASSORTED	EA
650364	8000	PEN: TYPE: ROLLER BALL; COLOR: ASSORTED; BL G2 5 GEL	EA
650365	8000	PEN, BALL POINT: TYPE: BK, SUPERB; TIP SIZE: 0.7 MM; INK COLOR: ASSORTED; FINE/MEDIUM	EA
542023	8000	PEN, CORRECTION: INK COLOR: WHITE; TIP SIZE: 0.5 MM; RESERVOIR: 7 ML; TYPE: ZLC21-W; TIP MATERIAL: METAL	EA
536573	8000	PEN, CORRECTION: TYPE: FINE POINT; SUPPL P/N: ZL31W	EA
650363	8000	PEN, BALL POINT: TYPE: PENTEL CRYSTAL; TIP SIZE: 1.0 MM; INK COLOR: ASSORTED	EA
535043	8000	PEN, BALL POINT: TYPE: PENTEL SUPERB BK77 FINE; TIP SIZE: 0.7 MM; INK COLOR: BLACK; MANUF P/N: BL77; METAL TIP	EA
655408	8000	FILE, STATIONERY: TYPE: ARCH LEVER; SIZE: A4; MATERIAL: CARDBOARD; COLOR: ASSORTED	EA
655233	8000	FILE, STATIONERY: TYPE: 40MM LEVER ARCH; SIZE: A4; MATERIAL: CARDBOARD; COLOR: BLACK	EA
521489	8000	LABEL: TYPE: FLAGS, POST IT; SIZE: 3 M; COLOR: 4 COLORS; DESIGNATION: BLANK; MATERIAL: PAPER	EA
655230	8000	LABEL: TYPE: FLAG; SIZE: WD 12 X LG 45 MM; COLOR: ASSORTED; DESIGNATION: BLANK; MATERIAL: FILM MATERIAL	EA
654304	8000	FOLDER: TYPE: SECRETERIAL, 2 SIDES OPEN; SIZE: A4; TAB POSITION: CARRY; MATERIAL: CARDBOARD	EA
521836	8000	FOLDER, FILE: TYPE: DOCUMENT WALLETS; SIZE: A4; MATERIAL: PP; STATIONERY	EA
654028	8000	INK, STAMP PAD: TYPE: RUBBER; COLOR: BLACK; CONTAINER: BOX	EA

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160458	8000	TAG, KEY: SIZE: WD 22 X LG 48 MM; INSCRIPTION: BLANK; INSCRIPTION COLOR: VARIOUS; BASIC SHAPE STYLE: RECTANGULAR; ATTACHMENT DEVICE: RING; COLOR: YELLOW; SUPPL P/N: 2600-141; REFERENCE NO: TH186-141; MATERIAL BRS, COMPLETE WITH RING SIZE 25MM ID, SPLIT STL	EA
650345	8000	MARKER, FELT TIP: TYPE: HIGHLIGHTER, CD-DVD SCAN EF; COLOR: BLACK	EA
650359	8000	CARD, MEMORY: TYPE: USB STICK; MEMORY SIZE: 8 GB	EA
654326	8000	PAD, WRITING PAPER: TYPE: POST IT; SIZE: WD 35 X LG 51 MM MM; COLOR: ASSORTED; PAGE QUANTITY: 100; RULED: NO; MARGINE: NO MARGINE	EA
654843	8000	PAD, WRITING PAPER: TYPE: FLAGS, POST IT; SIZE: SQ 73 MM MM; COLOR: ASSORTED; PAGE QUANTITY: 683; RULED: NO; MARGINE: NO MARGINE	EA
670578	8000	BOOK, RECORD: TYPE: PSR PRE-WORK CHECKLIST; SIZE: A4; PAGE QUANTITY: 100; NUMBERED PAGES: YES; BINDING METHOD: LEFT HAND SIDE GLUE; COVER TYPE: CARDBOARD; COPY QUANTITY: NO; COVER COLOR: BUFF; WHITE PAGES; EACH PAGE TO BE NUMBERED WITH INDIVIDUAL NUMBER, SERIES: 1108 3146; SAMPLE IS AVAILABLE ON SITE	EA
670579	8000	BOOK, RECORD: TYPE: PSR WORKERS REGISTER; SIZE: A4; PAGE QUANTITY: 100; NUMBERED PAGES: YES; BINDING METHOD: LEFT HAND SIDE GLUE; COVER TYPE: CARDBOARD; COPY QUANTITY: NO; COVER COLOR: BUFF; WHITE PAGES; EACH PAGE TO BE NUMBERED WITH INDIVIDUAL NUMBER, SERIES: 1108 3146; SAMPLE IS AVAILABLE ON SITE	EA
670580	8000	BOOK, RECORD: TYPE: WP RISK ASSESSMENT FORM; SIZE: A3; PAGE QUANTITY: 100; NUMBERED PAGES: YES; BINDING METHOD: LEFT HAND SIDE GLUE; COVER TYPE: CARDBOARD; COPY QUANTITY: 0; COVER COLOR: BUFF; EACH PAGE TO BE NUMBERED WITH INDIVIDUAL NUMBER, WITH PAGES PRINTED ON BOTH SIDES; SERIES: 1108 3146; SAMPLE IS AVAILABLE ON SITE	EA
670584	8000	BOOK, DUPLICATE: TYPE: PSR LIMITED ACCESS REGISTER; COMMERCIAL SIZE: A4; DUPLICATIONS: 2; PAGE QUANTITY: 202; PAGE COLORS: WHITE/YELLOW; COVER COLOR: BUFF; COVER MATERIAL: CARDBOARD; 100 PAGES IN DUPLICATE; ORIGINAL PAGE IN WHITE AND COPY IN YELLOW; EACH PAGE TO BE NUMBERED WITH INDIVIDUAL NUMBER, SERIES: 1108 3146; SAMPLE IS AVAILABLE ON SITE	EA

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670585	8000	BOOK, DUPLICATE: TYPE: PSR SANCTION FOR TEST FORM; COMMERCIAL SIZE: A4; DUPLICATIONS: 2; PAGE QUANTITY: 102; PAGE COLORS: WHITE/YELLOW; COVER COLOR: BUFF; COVER MATERIAL: CARDBOARD; 50 PAGES IN DUPLICATE; ORIGINAL IN WHITE AND COPY IN YELLOW; EACH PAGE TO BE NUMBERED WITH INDIVIDUAL NUMBER, SERIES: 1108 3146; SAMPLE IS AVAILABLE ON SITE	EA
670586	8000	BOOK, DUPLICATE: TYPE: PSR PERMIT TO WORK; COMMERCIAL SIZE: A4; DUPLICATIONS: 2; PAGE QUANTITY: 100; PAGE COLORS: WHITE/PINK; COVER COLOR: BUFF; COVER MATERIAL: CARDBOARD; 50 PAGES IN DUPLICATE; ORIGINAL PAGE IN WHITE AND COPY IN PINK PRINTED BOTH SIDES; EACH PAGE TO BE NUMBERED WITH INDIVIDUAL NUMBER, SERIES: 1108 3146; SAMPLE IS AVAILABLE ON SITE	EA
654386	8000	FOLDER: TYPE: PVC; SIZE: A4; TAB POSITION: CARRY; COLOR: ASSORTED; MATERIAL: PLASTIC; FLAP CLOSURES SECURELY WITH STUD; CARRY PLASTIC ENVELOPE; 130 MICRON	EA
159270	8000	BOOK, DUPLICATE: TYPE: CONTINGENCY GOODS ISSUE; COMMERCIAL SIZE: A4; DUPLICATIONS: 3; PAGE QUANTITY: 50; PAGE COLORS: WHITE/GREEN/YELLOW; COVER COLOR: GREEN; COVER MATERIAL: CARDBOARD/FLAP; SPECIFICATION: COMMERCIAL QUALITY; UNIQUE IDENTIFIER: 240-58971982 REV 1; LANDSCAPE; SELF CARBON; 1ST PAGE WHITE; 2ND PAGE GREEN; 3RD PAGE YELLOW; 1ST AND 2ND PAGE PERFORATED; TO BE PRINTED IN BLACK; SEQUENTIALLY NUMBERED AND RECORD TO BE KEPT BY SUPPLIER; NOTE - CORRECTNESS OF DOCUMENT TO BE CONFIRMED WITH USER PRIOR TO PRINTING; PAGES WITH A NEW ESKOM LOGO 2002	EA
518838	8000	RULER: SIZE: 30 CM; MATERIAL: PLASTIC	EA
599842	8000	PEN, BALL POINT: TYPE: PILOT V; TIP SIZE: 0.7 MM; INK COLOR: BLACK	EA
655077	8000	PUNCH, PAPER: TYPE: LIGHT DUTY PREMIUM; HOLE SIZE: 6 MM; HOLES: 2	EA
712547	8000	BOOK: TYPE: HARDCOVER BOOKS; TITLE: BLACK EXERCISE HARD COVER; SIZE: A5; COVER TYPE: BLACK; PAGE QUANTITY: 128	EA
0016512	50000	PAPER, BOND: SIZE: A4; COLOR: WHITE; USAGE FORM: SHEET; NOMINAL BASIS WEIGHT: 80 G/M2; PACKAGE TYPE: REAM; PACKAGE QUANTITY: 500 PAGES; SUPPL P/N: SATYA4WHBX; MODEL NO: 80 GSM; 210 MM WD X 297 MM LG	EA

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Revision:

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0017482	8000	BOOK, RECORD: TYPE: SHORTHAND NOTE, STENO PAD; SIZE: 203 X 127 MM; BINDING METHOD: TOP SPIRAL; REFERENCE NO: JD125; S1; RA200; JD145; WITHOUT CENTRE LINE AND MARGIN	EA
0534267	8000	CLEANER: TYPE: WHITE BOARD PARROT; FORM: LIQUID; CONTAINER: 250 ML	EA
0650297	8000	DIVIDER, INDEX: MATERIAL: PVC; TYPE: A-Z; DIMENSIONS: A4; 6083	EA
0537374	8000	REMOVER, STAPLE: TYPE: BANTEX	EA

9. Acceptance

This document has been seen and accepted by:

Name	Designation

10. Revisions

Date	Rev	Compiler	Remarks
31/12/2030	01	Yonela Dilika	

11. Development Team

- Yonela Dilika
- Doreen Mbatha

12. Acknowledgements

None

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