

SUPPLY AND DELIVERY OF STATIONERY AND RELATED ITEMS

The list of items is not exhaustive or limited to the items below

1	BINDING MATERIAL	UNIT PRICE (VAT INCLUSIVE)
1.1	FILE, COVER A-4; WHITE; LEATHERBOARD	
	FILE, COVER A-4; BLUE; LEATHERBOARD	
	FILE, COVER A-4; RED; LEATHERBOARD	
	FILE, COVER A-4; GREEN; LEATHERBOARD	
	FILE, COVER A-4; WHITE; GLOSS FINISH;285MICRON	
	FILE, COVER A-4; BLUE; GLOSS FINISH;285MICRON	
	FILE, COVER A-4; RED; GLOSS FINISH;285MICRON	
	FILE, COVER A-4; GREEN; GLOSS FINISH;285MICRON	
1.2	BINDING ELEMENT PLASTIC; A-4; DIA 6MM; BLUE;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 6MM; RED;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 6MM; GREEN;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 6MM; WHITE;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 6MM; BLACK;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 6MM; CLEAR;21-RING	
1.3	BINDING ELEMENT PLASTIC; A-4; DIA 8MM; BLUE;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 8MM; RED;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 8MM; GREEN;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 8MM; WHITE;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 8MM; BLACK;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 8MM; CLEAR;21-RING	
1.4	BINDING ELEMENT PLASTIC; A-4; DIA 12,5MM; BLUE;21-RING	

	BINDING ELEMENT PLASTIC; A-4; DIA 12,5MM; RED;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 12,5MM; GREEN;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 12,5MM; WHITE;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 12,5MM; BLACK;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 12,5MM; CLEAR;21-RING	
1.5	BINDING ELEMENT PLASTIC; A-4; DIA 14MM; BLUE;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 14MM; RED;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 14MM; GREEN;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 14MM; WHITE;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 14MM; BLACK;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 14MM; CLEAR;21-RING	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
1.6	BINDING ELEMENT PLASTIC; A-4; DIA 16MM; BLUE;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 16MM; RED;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 16MM; GREEN;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 16MM; WHITE;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 16MM; BLACK;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 16MM; CLEAR;21-RING	
1.7	BINDING ELEMENT PLASTIC; A-4; DIA 25MM; BLUE;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 25MM; RED;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 25MM; GREEN;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 25MM; WHITE;21-RING	

	BINDING ELEMENT PLASTIC; A-4; DIA 25MM; BLACK;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 25MM; CLEAR;21-RING	
1.8	BINDING ELEMENT PLASTIC; A-4; DIA 10MM; BLUE;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 10MM; RED;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 10MM; GREEN;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 10MM; WHITE;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 10MM; BLACK;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 10MM; CLEAR;21-RING	
1.9	BINDING ELEMENT PLASTIC; A-4; DIA 20MM; BLUE;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 20MM; RED;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 20MM; GREEN;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 20MM; WHITE;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 20MM; BLACK;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 20MM; CLEAR;21-RING	
1.10	BINDING ELEMENT PLASTIC; A-4; DIA 18MM; BLUE;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 18MM; RED;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 18MM; GREEN;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 18MM; WHITE;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 18MM; BLACK;21-RING	
	BINDING ELEMENT PLASTIC; A-4; DIA 18MM; CLEAR;21-RING	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
2	PAPER FASTENERS	
2.1	PAPER CLIP BULLDOG; STL; LG 75MM	

	PAPER CLIP METAL;50MM LG	
	PAPER CLIP BULLDOG; STL; LG 20MM	
2.2	CLIP BULLDOG; FOLD BACK;24MM W	
2.3	PAPER CLIP BULLDOG; STL; FOLD BACK;32MM	
	PAPER CLIP BULLDOG; STL; FOLD BACK;50MM W	
2.4	PAPER CLIP STL; FOLD BACK;42MM W	
	PAPER CLIP LG 30MM; STL	
2.5	FASTENER, PAPER CLIP; LG 33MM;81/03593	
	FASTENER, PAPER CLIP; STL;77MM LG;50'S	
2.6	FASTENER, PAPER INDIAN GEM CLIP; LG 38MM; FILING LACES, TREASURY TAG	
	FASTENER, PAPER INDIAN GEM CLIP; LG 63MM; FILING LACES, TREASURY TAG	
	FASTENER, PAPER INDIAN GEM CLIP; LG 89MM; FILING LACES, TREASURY TAG	
	FASTENER, PAPER INDIAN TAG;100MM; FILING LACES, TREASURY TAG	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
3	PINS, RUBBER & TWINE	
3.1	PIN INDICATOR 15MM DIA	
	PIN, PAPER DRAWING;11MM	
3.2	BAND, RUBBER ASSORTMENT;100G/BX;81/11191	
	BAND, RUBBER NR-32;3,2MM W X 76MM LG;100G	
	BAND, RUBBER ELASTIC; NR-64;100G/BX	
	BAND, RUBBER W 80MM X DIA 220MM	
	BAND, RUBBER NR-38; W 3MM X DIA 152MM	

	BAND, RUBBER ELASTIC; NR-38;100G/BX	
	BAND, RUBBERBANDS 38 100G BAG	
3.3	THUMBTACK STANDARD	
3.4	TWINE FIBROUS; NYLON; DIA 2MM;50G/RL	
	TWINE FIBROUS; THICK; DIA 4MM	
3.5	RIBBON, BINDING PINK;20M RL	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
4	GLUE	
4.1	ADHESIVE (GLUE) 25ML; CLEAR; BOSTIK OR SIMILAR	
4.2	ADHESIVE (GLUE) STICK FORM;20G	
4.3	ADHESIVE (GLUE) STICK FORM;40G; PRITT OR SIMILAR	
4.4	ADHESIVE (GLUE) STICK FORM;18G; PRITT OR SIMILAR	
4.5	ADHESIVE (GLUE) 100G; PRESTIK OR SIMILAR	
4.6	ADHESIVE (GLUE) 30ML; BOSTIK OR SIMILAR	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
5	TAPE	
5.1	TAPE PRESSURE SENSITIVE; ADHESIVE; MASKING;18MM W;50M LG; ROLL	
5.2	TAPE MASKING;24MM W X 50M LG; ROLL	
5.3	TAPE ADHESIVE; CLEAR;48MM W X 50M LG;1-SIDE ADHESIVE	
5.4	TAPE SELF ADHESIVE; CLEAR;12MM W X 66M LG; CELLOTAPE	
5.5	TAPE SELF ADHESIVE; RED;12MM W; CELLOTAPE	

5.6	TAPE SECURE; RED; 33MM W X 35M INACTIVE NORMAL	
5.7	TAPE SELF ADHESIVE; 24MM W X 33MM DOUBLE SIDED	
5.8	TAPE ADHESIVE; CLEAR; W 12MM X LG 66M	
5.9	TAPE PRESSURE SENSITIVE; ADHESIVE; W 18MM X LG 66M; MAGIC TAPE	
5.10	TAPE PRESSURE SENSITIVE, ADHESIVE; W 24MMW; MAGIC TAPE	
5.11	DISPENSER, STATIONERY HAND PULL;25MM TAPE; PRESET CUTTING DEVICE	
5.12	TAPE ADHESIVE; CLEAR; CELLULOSE; W 24MM X LG 66MM	
5.13	TAPE SELF ADHESIVE; CRYSTAL CLEAR; W 19MM X LG 5000MM	
5.14	TAPE SELF ADHESIVE; BUFF;48MM W X 50M LG	
5.15	SHEET, PLASTIC SELF-ADHESIVE; CLEAR; W 450MM X LG 2000MM; DC-FIX; BOOK COVERING	
5.16	SHEET, PLASTIC SELF-ADHESIVE; CLEAR; W 450MM X LG 3000MM; DC-FIX; BOOK COVERING	
5.17	SHEET, PLASTIC SELF-ADHESIVE; CLEAR; W 450MM X LG 5000MM; DC-FIX; BOOK COVERING	
5.18	SHEET, PLASTIC SELF-ADHESIVE; CLEAR;450MM W X 10M LG; DC-FIX; BOOK COVERING	
5.19	SHEET, PLASTIC SELF-ADHESIVE; CLEAR; W 450MM X LG 16M; DC-FIX; BOOK COVERING	
5.20	TAPE SECURE: RED: 33MM W X 35M INACTIVE NORMAL	
5.21	TAPE SELLO NOTE 76X76 NEON	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
6	BOOKS, CLIPBOARDS, PAPER PADS, CARBON PAPER	
6.1	BOOK HARD COVER; A-4;96-PAGES; BOTH SIDES FEINT RULED, MARGIN	
6.2	BOOK MEMORANDUM; EXERCISE; A-4;192 PAGES; BOTH SIDES FEINT RULED, MARGIN; HARD COVER	
	BOOK MEMORANDUM; SCRIBBLING (JOTTER); BOTH SIDES FEINT RULED, MARGIN; A-4;72-PAGES	
6.3	BOOK HARD COVER; A-4;288-PAGES; FAINT AND MARGIN	

6.4	CLIPBOARD PVC; A-4; BLACK; SPRING CLIP; FRONT COVER	
	CLIPBOARD PVC; A-4; BLUE; SPRING CLIP; FRONT COVER	
	CLIPBOARD PVC; A-4; RED; SPRING CLIP; FRONT COVER	
	CLIPBOARD PVC; LG 380MM X W 240MM; SPRING CLIP; BLACK	
	CLIPBOARD PVC; LG 380MM X W 240MM; SPRING CLIP; RED	
	CLIPBOARD PVC; LG 380MM X W 240MM; SPRING CLIP; BLUE	
	CLIPBOARD L/A BOARD CROX	
6.5	PAD, WRITING A-4; RULED; PUNCHED;100 SHEET	
	PAD, WRITING A-4, EXAMINATION PAD,80 PAGES, PUNCHED	
6.6	FLIP CHART PAD;815MM LG X 675MM W	
6.7	MESSAGE PAD POST-IT 83/184/2; TELEPHONE MESSAGE;105MM LG X 75MM W; YELLOW;50-SHEET	
6.8	BOOK NOTE; SHORTHAND; A-5; SOFT COVER; JD145; SPIRAL BINDED; SIDE MARGIN	
6.9	BOOK NOTEBOOK; A-4; HARD COVER; SPIRAL WIRE BACK	
6.10	BOOK NOTE; SHORTHAND; A-5; SOFT COVER; JD146; SPIRAL BINDED; MIDDLE MARGIN	
6.11	BOOK JD162;288-PAGES; BOTH SIDES FEINT RULED, MARGIN	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
7	PAPER FOR SPECIAL PROJECTS	
7.1	CARTON A-4; BEIGE/WHITE;160G; CERTIFICATE	
7.2	PAPER, PHOTOGRAPHIC A-4; WHITE GLOSS;102G; EPSON or SIMILAR	
7.3	PAPER, PHOTOGRAPHIC A-4; WHITE SEMI GLOSS;170G; HP or SIMILAR	
7.4	PAPER, CARBON TYPEWRITER; A-4; BLACK;100 SHEET;81/170266	
7.5	CARTON A-4; WHITE; 160G	

7.6	A4 MARBLE BOARD: 160gsm Paper (210X297mm) – 100 Per Pack in White	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
8	LABELS	
8.1	LABEL SELF ADHESIVE; ROUND; BROWN;10MM DIA; COLOUR CODED	
	LABEL SELF ADHESIVE; ROUND; ORANGE;10MM DIA; COLOUR CODED	
	LABEL SELF ADHESIVE; ROUND; YELLOW;10MM DIA; COLOUR CODED	
	LABEL SELF ADHESIVE; ROUND; RED;10MM DIA; COLOUR CODED	
	LABEL SELF ADHESIVE; ROUND; BLUE;10MM DIA; COLOUR CODED	
	LABEL SELF ADHESIVE; ROUND; GREEN;10MM DIA; COLOUR CODED	
8.2	LABEL SELF ADHESIVE; BLACK ON RED; URGENT	
8.3	LABEL SELF ADHESIVE; CONFIDENTIAL;125/RL	
	LABEL SELF ADHESIVE; THANK YOU;125/RL	
	LABEL YELLOW, GREEN; BY HAND/PER HAND;125/BX	
8.4	LABEL SELF ADHESIVE; ADDRESS; LG 100MM X W 50MM;2-ROW; SQ CORNER	
8.5	LABEL SELF ADHESIVE; ADDRESS; LG 70MM X W 37MM; WIZARD; EW985	
8.6	LABEL SELF ADHESIVE; ASSORTED COLOUR; LG 326MM X W 69MM; LEVER ARCH FILE	
8.7	LABEL SELF ADHESIVE; ROUND; WHITE; FOR CD;120MM DIA	
8.8	LABEL ADDRESS; COMPUTER; LG 96MM X W 36MM;3-ROW;24/SHEET	
8.9	LABEL STAR; RED; DIA 50MM; CERTIFICATE	
8.10	LABEL ADDRESS; PRINTER;2-TO-VIEW (DBL ROW); FEEDING PAPER W 233MM;5000/BX	
8.11	LABEL LASER PRINTER; LG 70MM X W 36MM	
8.12	LABEL ASSORTED COLOUR; DIA 19MM; COLOUR CODED	

8.13	LABEL COMPUTER; LG 95MM X W 24MM	
8.14	LABEL SELF ADHESIVE; STAR SHAPE; RED;10MM	
8.15	LABEL ADHESIVE; LG 45MM X W 13MM	
8.16	LABEL COMPUER; 36MMX95MM 316MM WEB (EW1046)	
8.17	LABEL COMPUER SELF-ADHESIVE LAB 36MMX95MM (EW1035)	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
9	POST IT FLAGS	
9.1	POST-IT FLAG TAPE; PLASTIC; CLEAR; RED; LG 43,6MM X W 25,4MM	
	POST-IT FLAG TAPE; PLASTIC; CLEAR; ORANGE; LG 43,6MM XW 25,4MM	
	POST-IT FLAG TAPE; PLASTIC; CLEAR; WHITE; LG 43,6MM X W 25,4MM	
	POST-IT FLAG TAPE; PLASTIC; CLEAR; YELLOW; LG 43,6MM X W 25,4MM	
	POST-IT FLAG TAPE; PLASTIC; CLEAR; BLUE; LG 43,6MM X W 25,4MM	
	POST-IT FLAG TAPE; PLASTIC; CLEAR; GREEN; LG 43,6MM X W 25,4MM	
	POST-IT FLAG TAPE; PLASTIC; CLEAR; PURPLE; LG 43,6MM X W 25,4MM	
9.2	POST-IT FLAG PRINTED; LG 43,6MM X W 25,4MM; SIGN HERE	
9.3	POST-IT FLAG BRIGHT COLOURS; LG 43MM X W 9,9MM;4/PK	
	POST-IT FLAG STD COLOURS; LG 43MM X W 9,9MM;4/PK	
	FLAG; POP-UP FLAGS; 5 COLOURS, 200 FLAGS-ASSORTED	
9.4	POST-IT PAD LG 127MM X W 76 MM; YELLOW	
9.5	POST-IT PAD LG 50MM X W 37,5MM	
9.6	POST-IT PAD LG 105MM X W 75MM	
9.7	POST-IT PAD LG W 70MM	
9.8	POST-IT PAD SELF-ADHESIVE; LG 75MM X W 75MM	

9.8	POST-IT PAD NOTE 75MM W X 105MM LG LARGE	
9.9	POST-IT PAD SELF-ADHESIVE; LG 75MM X W 75MM	
9.10	POST-IT PAD 73MM X W 73MM	
	POST-IT FLAG PRINTED; SIGN, DATE; LG 43MM X W 26MM; DISPENSER, RUBBER MAGNETIC PAD	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
10	ENVELOPES	
10.1	ENVELOPE MAILING; C-4; WHITE; LG 324MM X W 229; POCKET;250`S	
	ENVELOPE MAILING; C-4; BROWN; LG 324MM X W 229; POCKET;250`S	
	ENVELOPE MAILING; C-4; BUFF-MANILLA; LG 324MM X W 229MM; POCKET;250`S	
10.2	ENVELOPE MAILING; C-5; WHITE; W 162MM X LG 229MM; BANKER;500`S	
	ENVELOPE MAILING; C-5; BROWN; W 162MM X LG 229MM; BANKER;500`S	
	ENVELOPE MAILING; C-5; BUFF-MANILLA; W 162MM X LG 229MM; BANKER;500`S	
	ENVELOPE MAILING; C-5; WHITE; LG 229MM X W 162MM; POCKET;500`S	
	ENVELOPE MAILING; C-5; BUFF-MANILLA; LG 229MM X W 162MM; POCKET;500`S	
10.3	ENVELOPE MAILING; C-5; WHITE; LG 229MM X W 162MM; WINDOW; BANKER;500`S	
	ENVELOPE MAILING; C-5; BROWN; LG 229MM X W 162MM; WINDOW; BANKER;500`S	
	ENVELOPE MAILING; C-5; BUFF-MANILLA; LG 229MM X W 162MM; WINDOW; BANKER;500`S	
10.4	ENVELOPE PADDED; LG 360MM X W 270MM; NR-5; JIFFY LITE (or similar)	
10.5	ENVELOPE PADDED; LG 440MM X W 300MM; NR-6; JIFFY LITE (or similar)	
10.6	ENVELOPE MAILING;6-3/4; WHITE; W 90MM X LG 165MM; EASI SEAL; BANKER; 500`s	
10.7	ENVELOPE MAILING;8-1/4; WHITE; W 90MM X LG 152MM; EASI SEAL; BANKER; 500`s	
10.8	ENVELOPE MAILING; DLP; WHITE; LG 220MM X W 110MM; POCKET;500`S	

	ENVELOPE MAILING; DLP; BUFF-MANILLA; LG 220MM X W 110MM; POCKET;500`S	
10.9	ENVELOPE MAILING; B-4; WHITE; LG 353MM X W 250MM; POCKET;250`S	
	ENVELOPE MAILING; B-4; BUFF-MANILLA; LG 353MM X W 250MM; POCKET;250`S	
	ENVELOPE MAILING; B-4; WHITE; LG 353MM X W 250MM; EASI SEAL; POCKET;250`S	
	ENVELOPE MAILING; B-4; BUFF-MANILLA; LG 353MM X W 250MM; EASI SEAL; POCKET;250`S	
10.10	ENVELOPE MAILING; DLB; WHITE; W 110MM X LG 220MM; WINDOW; BANKER; 500`S	
	ENVELOPE MAILING; DLB; BUFF-MANILLA; W 110MM X LG 220MM; WINDOW; BANKER; 500`S	
10.11	ENVELOPE MAILING; DLB; WHITE; W 110MM X LG 220MM; BANKER;500`S	
	ENVELOPE MAILING; DLB; BUFF-MANILLA; W 110MM X LG 220MM; BANKER;500`S	
10.12	ENVELOPE MAILING; DLP; WHITE; LG 220MM X W 110MM; WINDOW; POCKET; 500`S	
	ENVELOPE MAILING; DLP; BUFF-MANILLA; LG 220MM X W 110MM; WINDOW; POCKET; 500`S	
10.13	ENVELOPE MAILING; C-3; WHITE; LG 458MM X W 324MM; POCKET;250`S	
	ENVELOPE MAILING; C-3; BUFF-MANILLA; LG 458MM X W 324MM; POCKET;250`S	
	ENVELOPE MAILING; A-3; WHITE; LG 297MM X W 420MM; POCKET;250`S	
	ENVELOPE MAILING; A-3; BROWN; LG 297MM X W 420MM; POCKET;250`S	
	ENVELOPE MAILING; A-4; WHITE; LG 297MM X W 210MM; POCKET;250`S	
	ENVELOPE MAILING; A-4; BROWN; LG 297MM X W 210MM; POCKET;250`S (Opaque Gummed)	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
10.19	ENVELOPE MAILING; E-4; WHITE; LG 400MM X W 280MM; POCKET;250`S	
	ENVELOPE MAILING; E-4; BROWN; LG 400MM X W 280MM; POCKET;250`S	
	ENVELOPE MAILING; E-4; BUFF-MANILLA; LG 400MM X W 280MM; POCKET;250`S	
10.20	ENVELOPE MAILING; E-6; WHITE; LG 200MM X W 140MM; POCKET;250`S	

	ENVELOPE MAILING; E-6; BROWN; LG 200MM X W 140MM; POCKET;250`S	
	ENVELOPE MAILING; E-6; BUFF-MANILLA; LG 200MM X W 140MM;250`S	
10.24	ENVELOPE MAILING; C-6; WHITE; W 114MM X LG 162MM; EASI SEAL; BANKER ;500`s	
	ENVELOPE MAILING; C-6; BROWN; W 114MM X LG 162MM; EASI SEAL; BANKER ;500`s	
	ENVELOPE MAILING; C-6; BUFF-MANILLA; LG 162MM X W 114MM; EASI SEAL; POCKET;500`s	
10.27	ENVELOPE MAILING; C-5; WHITE; LG 229MM X W 162MM; EASI SEAL; POCKET;500`S	
10.28	ENVELOPE MAILING; C-5; WHITE; W 162MM X LG 229MM; EASI SEAL; BANKER;500`S	
	ENVELOPE MAILING; C-5; BROWN; W 162MM X LG 229MM; EASI SEAL; BANKER;500`S	
10.29	ENVELOPE MAILING; C-4; WHITE; LG 324MM X W 229; EASI SEAL; POCKET	
10.33	ENVELOPE PVC; A-4; ADJ FLAP, VELCRO CLOSURE; GUSSET EXPAND 30MM	
10.34	ENVELOPE WHITE OPAQUE WINDOW FULL GUM DLB MAXI SIZE 115 X 230 CM	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
11	CARDBOARD	
11.1	CARTON A-1; WHITE;160G	
11.2	CARTON A-1; PINK;160G	
11.3	CARDBOARD A-1; WHITE;240G;25'S	
11.4	CARDBOARD A-1; YELLOW;240G;4-PLY;25'S	
	CARDBOARD A-1; BLUE;240G;4-PLY;25'S	
	CARDBOARD A-1; PINK;240G;4-PLY;25'S	
	CARDBOARD A-1; BUFF;240G	
11.5	CARDBOARD A-1; GREEN;240G;4-PLY;25'S	
	CARDBOARD A-4 PASTEL	

11.6	CARTON A-2; WHITE;160G	
	CARTON A-2; YELLOW;160G	
	CARTON A-2; BLUE;160G	
	CARTON A-2; PINK;160G	
	CARTON A-2; BUFF;160G	
11.7	CARTON A-4; YELLOW;160G	
	CARTON A-4; BLUE;160G	
	CARTON A-4; PINK;160G	
	CARTON A-4; BUFF;160G	
	CARTON A-4; GREEN;160G	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
12	PHOTOCOPY PAPER	
12.1	PAPER, OFFICE A-3; WHITE;80G	
	PAPER, OFFICE A-3; WHITE;80G	
12.2	PAPER, OFFICE A-4; BRIGHT YELLOW;80G	
	PAPER, OFFICE A-4; BRIGHT BLUE;80G	
	PAPER, OFFICE A-4; BRIGHT PINK;80G	
	PAPER, OFFICE A-4; BRIGHT BUFF;80G	
	PAPER, OFFICE A-4; BRIGHT GREEN;80G	
12.3	PAPER, OFFICE A-4; PASTEL YELLOW;80G	
	PAPER, OFFICE A-4; PASTEL BLUE;80G	
	PAPER, OFFICE A-4; PASTEL PINK;80G	
	PAPER, OFFICE A-4; PASTEL BUFF;80G	

	PAPER, OFFICE A-4; PASTEL GREEN;80G	
12.4	PAPER, OFFICE A-4; WHITE;80G;81/170569; TYPEK and/or similar	
	PAPER, OFFICE A-4; WHITE;80G;81/170569; TYPEK and/or similar	
12.5	PAPER, OFFICE A-4; BRIGHT YELLOW;80G	
	PAPER, OFFICE A-4; BRIGHT BLUE;80G	
	PAPER, OFFICE A-4; BRIGHT PINK;80G;100/PK	
	PAPER, OFFICE A-4; BRIGHT BUFF;80G;100/PK	
	PAPER, OFFICE A-4; BRIGHT GREEN;80G	
12.6	PAPER, OFFICE A-4; PASTEL YELLOW;80G	
	PAPER, OFFICE A-4; PASTEL BLUE;80G	
	PAPER, OFFICE A-4; PASTEL PINK;80G	
	PAPER, OFFICE A-4; PASTEL BUFF;80G	
	PAPER, OFFICE A-4; PASTEL GREEN;80G	
	PAPER, OFFICE PLOTTER; LG 575MM X W 445MM; GREEN	
	PAPER, OFFICE PLOTTER; LG 575MM X W 445MM; BLUE	
	PAPER, OFFICE PLOTTER; LG 575MM X W 445MM; WHITE	
	PAPER, CARBON WRITE; W 210MM X LG 297MM	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
13	DIVIDER FILES	
13.1	INDEX SHEET CARTON;10-DIVIDER	
13.2	INDEX SHEET CARTON;5-DIVIDER	
	INDEX SHEET CARTONS; A-4; JAN-DEC	
	INDEX SHEET SET; CARTONS; A-4; A-Z	

	INDEX SHEET SET; CARTONS; A-4;1-31	
13.3	INDEX SHEET PVC;10-DIVIDER	
13.4	INDEX SHEET SET; PVC; A-4;5-TO-VIEW	
13.5	INDEX SHEET SET; PVC; A-4; JAN-DEC	
13.6	INDEX SHEET SET; PVC; A-4; A-Z	
	INDEX SHEET SET; PVC; A-4;1-31	
	INDEX; PRIMELINE POP-UP FLAG INDEXER 3 COLOURS	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
14	FILES	
14.1	BINDER, LOOSE LEAF PVC; A-4;40MM THK; BLACK;2D-RING	
	BINDER, LOOSE LEAF PVC; A-4;40MM THK; BLUE;2D-RING	
	BINDER, LOOSE LEAF PVC; A-4;40MM THK; GREEN;2D-RING	
	BINDER, LOOSE LEAF PVC; A-4;40MM THK; RED;2D-RING	
	BINDER, LOOSE LEAF COMPUTER PAPER; CARDBOARD; LG 391MM X W 279MM	
14.2	FILE, COVER A-4; LIGHT BLUE; PVC; TRANSPARENT FRONT; SLIDE BINDING	
	FILE, COVER A-4; BLUE; PVC; TRANSPARENT FRONT; SLIDE BINDING	
	FILE, COVER A-4; BLACK; PVC; TRANSPARENT FRONT; SLIDE BINDING	
	FILE, COVER A-4; WHITE; PVC; TRANSPARENT FRONT; SLIDE BINDING	
	FILE, COVER A-4; GREEN; PVC; TRANSPARENT FRONT; SLIDE BINDING	
	FILE, COVER A-4; RED; PVC; TRANSPARENT FRONT; SLIDE BINDING	
	FILE, COVER A-4; PINK; PVC; TRANSPARENT FRONT; SLIDE BINDING	
	FILE, COVER A-4; GREY; PVC; TRANSPARENT FRONT; SLIDE BINDING	
	FILE, COVER A-4; YELLOW; PVC; TRANSPARENT FRONT; SLIDE BINDING	

	FILE, COVER A-4; PURPLE; PVC; TRANSPARENT FRONT; SLIDE BINDING	
14.3	FILE FOLDER; HANGING; SGL SUSPENSION; FOOLSCAP;1001	
	FILE FOLDER;300MM LG X 220MM W; TOKAI (or similar); ULTRA LIGHT WEIGHT;105G;2-FLAP; BLANK	
	FILE FOLDER;300MM LG X 220MM W; TOKAI (or similar); MIDDLE WEIGHT;200G;2-FLAP; BLANK	
14.4	BINDER, LOOSE LEAF PVC; A-4;40MM THK; BLACK;2-RING; LEVER ARCH	
	BINDER, LOOSE LEAF PVC; A-4;40MM THK; BLUE;2-RING; LEVER ARCH	
	BINDER, LOOSE LEAF PVC; A-4;40MM THK; GREEN;2-RING; LEVER ARCH	
	BINDER, LOOSE LEAF PVC; A-4;40MM THK; RED;2-RING; LEVER ARCH	
14.5	BINDER, LOOSE LEAF PVC; A-4;50MM THK; BLACK;2-RING; LEVER ARCH	
	BINDER, LOOSE LEAF PVC; A-4;50MM THK; BLUE;2-RING; LEVER ARCH	
	BINDER, LOOSE LEAF PVC; A-4;50MM THK; GREEN;2-RING; LEVER ARCH	
	BINDER, LOOSE LEAF PVC; A-4;50MM THK; RED;2-RING; LEVER ARCH	
14.6	BINDER, LOOSE LEAF PVC; A-4;75MM THK; BLACK;2-RING; LEVER ARCH	
	BINDER, LOOSE LEAF PVC; A-4;75MM THK; BLUE;2-RING; LEVER ARCH	
	BINDER, LOOSE LEAF PVC; A-4;75MM THK; GREEN;2-RING; LEVER ARCH	
	BINDER, LOOSE LEAF PVC; A-4;75MM THK; RED;2-RING; LEVER ARCH	
14.7	BINDER, LOOSE LEAF PVC; A-4;32MM THK; BLACK;2-RING; LEVER ARCH	
	BINDER, LOOSE LEAF PVC; A-4;32MM THK; BLUE;2-RING; LEVER ARCH	
	BINDER, LOOSE LEAF PVC; A-4;32MM THK; GREEN;2-RING; LEVER ARCH	
	BINDER, LOOSE LEAF PVC; A-4;32MM THK; RED;2-RING; LEVER ARCH	
14.8	BINDER, LOOSE LEAF PVC; A-4;25MM THK; BLACK;2-RING; LEVER ARCH	
	BINDER, LOOSE LEAF PVC; A-4;25MM THK; BLUE;2-RING; LEVER ARCH	
	BINDER, LOOSE LEAF PVC; A-4;25MM THK; GREEN;2-RING; LEVER ARCH	
	BINDER, LOOSE LEAF PVC; A-4;25MM THK; RED;2-RING; LEVER ARCH	

SUPPLY AND DELIVERY OF OFFICE STATIONERY		
QUANTITY:		
ITEM NO	ITEM DESCRIPTION	
14.9	BINDER, LOOSE LEAF ACCESSIBLE FILE; ANY COLOUR	
	BINDER, LOOSE LEAF PVC; O-RING; A-4;75MM THK; ASSORTED COLOUR; CREATE-A-COVER	
	BINDER, LOOSE LEAF CARDBOARD; MIDDLE WEIGHT; FLAP; LG 390MM X W 220MM; OPTIPLAN 425	
	BINDER, LOOSE LEAF CARDBOARD; LIGHT WEIGHT; FLAP;390MM X 220MM; OPTIPLAN 410	
	BINDER, LOOSE LEAF CARDBOARD; LIGHT WEIGHT; INCL GUSSET;290MM X 210MM; OPTIPLAN 415	
	BINDER, LOOSE LEAF CARDBOARD; MIDDLE WEIGHT; FLAP, CLIP;390MM X 220MM; OPTIPLAN 430	
	BINDER, LOOSE LEAF CARDBOARD; MIDDLE WEIGHT; FLAP;310MM X 220MM; OPTIPLAN 725	
	BINDER, LOOSE LEAF CARDBOARD; HEAVY WEIGHT; FLAP;310MM X 220MM; OPTIPLAN 440	
14.10	FILE FLIP; A-4;10-POUCH; PLASTIC	
14.11	FILE FLIP; A-4;20-POUCH; PLASTIC	
14.12	FILE FLIP; A-4;30-POUCH; PLASTIC	
14.13	FILE FOLDER; MANILLA; BUFF; LG 367MM X W 242MM;160G; FOOLSCAP	
	FILE FOLDER; MANILLA; BLUE; LG 367MM X W 242MM;160G; FOOLSCAP	
	FILE FOLDER; MANILLA; GREEN; LG 367MM X W 242MM;160G; FOOLSCAP	
	FILE FOLDER; MANILLA; PINK; LG 367MM X W 242MM;160G; FOOLSCAP	
	FILE FOLDER; MANILLA; YELLOW; LG 367MM X W 242MM;160G; FOOLSCAP	
14.14	BINDER, LOOSE LEAF PVC; A-4;70MM THK; BLACK; RINGBINDER	
14.15	FILE FOLDER; CARTON;2-FOLD; BUFF; LG 480MM X W 350MM;160G	
	FILE FOLDER; CARTON;2-FOLD; BLUE; LG 480MM X W 350MM;160G	
	FILE FOLDER; CARTON;2-FOLD; GREEN; LG 480MM X W 350MM;160G	

	FILE FOLDER; CARTON;2-FOLD; PINK; LG 480MM X W 350MM;160G	
	FILE FOLDER; CARTON;2-FOLD; YELLOW; LG 480MM X W 350MM;160G	
14.16	FILE FOLDER (SPECIALIZED FILING SYSTEM) YELLOW: CARTON: 2-FOLD LONG 480MM X 350MM: 160G	
14.17	FILE FOLDER; A-4; LG 310MM X W 280MM; BLACK; PVC; ADAPTAFILE	
	FILE; BANTEX LEVER ARCH FILE PVC 70MM 1450	
	OPTIPLAN 445 FILES H/W NO FLAP CLIP A4 250G	
	OPTIPLAN PLASTIC CONTAINER A4 325MM	
	FILE CLIP; FOLDBACK CLIP 19MM	
	FILE FASTENERS SDS	
14.18	INDEX SHEET A-4; A-Z; VARIOUS COLOUR	
14.19	PROTECTOR, DOCUMENT PLASTIC; A-4; CLEAR; L-POCKET	
14.20	PROTECTOR, DOCUMENT PLASTIC; A-4; BLUE; L-POCKET	
14.21	PROTECTOR, DOCUMENT PLASTIC; A-4; GREEN; L-POCKET	
14.22	PROTECTOR, DOCUMENT PLASTIC; A-4; RED; L-POCKET	
14.23	PROTECTOR, DOCUMENT PLASTIC; A-4; YELLOW; L-POCKET	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
15	ACCESSORIES FOR FILING	
15.1	BOX ARCHIVE; SET; C/O 1-BOX,5-FILING BOXES; W 386MM X DP 309MM X H 290MM	
15.2	BOX FILING; BOARD CONTAINER; A-4	
15.3	BOX FILING; HARD PLASTIC CONTAINER; A-4	
15.4	CLIP FILE; PLASTIC; SELF ADHESIVE; A-4 RETRIEVAL FILE; SNAP CLIP	
15.6	FILE FOLDER; A-4; YELLOW; PVC	
	FILE FOLDER; A-4; BLUE; PLASTIC	

15.7	BINDING ELEMENT SLIDE; A-4;3MM W; BLUE	
	BINDING ELEMENT SLIDE; A-4;3MM W; WHITE	
	BINDING ELEMENT SLIDE; A-4;3MM W; RED	
	BINDING ELEMENT SLIDE; A-4;3MM W; BLACK	
15.8	BINDING ELEMENT SLIDE; A-4;6MM W (25 SHEETS); BLUE	
	BINDING ELEMENT SLIDE; A-4;6MM W (25 SHEETS); WHITE	
	BINDING ELEMENT SLIDE; A-4;6MM W (25 SHEETS); RED	
	BINDING ELEMENT SLIDE; A-4;6MM W (25 SHEETS); BLACK	
	BINDING ELEMENT SLIDE; A-4;8MM W (45 SHEETS); BLACK	
	BINDING ELEMENT SLIDE; A-4;8MM W (45 SHEETS); WHITE	
	BINDING ELEMENT SLIDE; A-4;8MM W (45 SHEETS); RED	
	BINDING ELEMENT SLIDE; A-4;8MM W (45 SHEETS); BLUE	
	BINDING ELEMENT SLIDE; A-4;10MM W (65 SHEETS); BLACK	
	BINDING ELEMENT SLIDE; A-4;10MM W (65 SHEETS); WHITE	
	BINDING ELEMENT SLIDE; A-4;10MM W (65 SHEETS); RED	
	BINDING ELEMENT SLIDE; A-4;10MM W (65 SHEETS); BLUE	
	BINDING ELEMENT SLIDE; A-4;12MM W (105 SHEETS); BLACK	
	BINDING ELEMENT SLIDE; A-4;12MM W (105 SHEETS); WHITE	
	BINDING ELEMENT SLIDE; A-4;12MM W (105 SHEETS); RED	
	BINDING ELEMENT SLIDE; A-4;12MM W (105 SHEETS); BLUE	
	BINDING ELEMENT SLIDE; A-4;14MM W (125 SHEETS); BLACK	
	BINDING ELEMENT SLIDE; A-4;14MM W (125 SHEETS); WHITE	
	BINDING ELEMENT SLIDE; A-4;14MM W (125 SHEETS); RED	
	BINDING ELEMENT SLIDE; A-4;14MM W (125 SHEETS); BLUE	

	BINDING ELEMENT SLIDE; A-4;16MM W (135 SHEETS); BLACK	
	BINDING ELEMENT SLIDE; A-4;16MM W (135 SHEETS); WHITE	
	BINDING ELEMENT SLIDE; A-4;16MM W (135 SHEETS); RED	
	BINDING ELEMENT SLIDE; A-4;16MM W (135 SHEETS); BLUE	
	BINDING ELEMENT SLIDE; A-4;19MM W (160 SHEETS); BLACK	
	BINDING ELEMENT SLIDE; A-4;19MM W (160 SHEETS); WHITE	
	BINDING ELEMENT SLIDE; A-4;19MM W (160 SHEETS); RED	
	BINDING ELEMENT SLIDE; A-4;19MM W (160 SHEETS); BLUE	
	BINDING ELEMENT SLIDE; A-4;22MM W (200 SHEETS); BLACK	
	BINDING ELEMENT SLIDE; A-4;22MM W (200 SHEETS); WHITE	
	BINDING ELEMENT SLIDE; A-4;22MM W (200 SHEETS); RED	
	BINDING ELEMENT SLIDE; A-4;22MM W (200 SHEETS); BLUE	
	BINDING ELEMENT SLIDE; A-4;25MM W (235 SHEETS); BLACK	
	BINDING ELEMENT SLIDE; A-4;25MM W (235 SHEETS); WHITE	
	BINDING ELEMENT SLIDE; A-4;25MM W (235 SHEETS); RED	
	BINDING ELEMENT SLIDE; A-4;25MM W (235 SHEETS); BLUE	
	BINDING ELEMENT SLIDE; A-4;28MM W (260 SHEETS); BLACK	
	BINDING ELEMENT SLIDE; A-4;28MM W (260 SHEETS); WHITE	
	BINDING ELEMENT SLIDE; A-4;28MM W (260 SHEETS); RED	
	BINDING ELEMENT SLIDE; A-4;28MM W (260 SHEETS); BLUE	
	BINDING ELEMENT SLIDE; A-4;32MM W (310 SHEETS); BLACK	
	BINDING ELEMENT SLIDE; A-4;32MM W (310 SHEETS); WHITE	
	BINDING ELEMENT SLIDE; A-4;32MM W (310 SHEETS); RED	
	BINDING ELEMENT SLIDE; A-4;32MM W (310 SHEETS); BLUE	

	BINDING ELEMENT SLIDE; A-4;38MM W (370 SHEETS); BLACK	
	BINDING ELEMENT SLIDE; A-4;38MM W (370 SHEETS); WHITE	
	BINDING ELEMENT SLIDE; A-4;38MM W (370 SHEETS); RED	
	BINDING ELEMENT SLIDE; A-4;38MM W (370 SHEETS); BLUE	
	BINDING ELEMENT SLIDE; A-4;44MM W (435 SHEETS); BLACK	
	BINDING ELEMENT SLIDE; A-4;44MM W (435 SHEETS); WHITE	
	BINDING ELEMENT SLIDE; A-4;44MM W (435 SHEETS); RED	
	BINDING ELEMENT SLIDE; A-4;44MM W (435 SHEETS); BLUE	
	BINDING ELEMENT SLIDE; A-4;51MM W (490 SHEETS); BLACK	
	BINDING ELEMENT SLIDE; A-4;51MM W (490 SHEETS); WHITE	
	BINDING ELEMENT SLIDE; A-4;51MM W (490 SHEETS); RED	
	BINDING ELEMENT SLIDE; A-4;51MM W (490 SHEETS); BLUE	
15.9	PIN, PAPER SPIKE; FILING; PLASTIC BASE; DIA 40MM; ASSORTED COLOUR BASE	
15.10	BOOK INDEX; A-4;192 PAGES; JD7567; BOTH SIDES FEINT RULED, MARGIN	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
16	FILING ACCESSORIES AND POUCHES	
16.1	RING, REINFORCEMENT EYELET;14MM SELF ADHESIVE; PLASTIC COATED ON TOP	
16.2	FASTENER, PAPER BRASS; SPLINTSHANK; LG 32MM;100/BX	
	FASTENER: FILE SDS	
16.3	SHEET, PLASTIC FROSTED; A-4; CLEAR;180MICRON	
	SHEET, PLASTIC FROSTED; A-4; BLUE;180MICRON	
	SHEET, PLASTIC FROSTED; A-4; GREEN;180MICRON	

	SHEET, PLASTIC FROSTED; A-4; YELLOW;180MICRON	
	SHEET, PLASTIC FROSTED; A-4; ORANGE;180MICRON	
16.4	FILE WORK ORGANIZER; KWI SORT;930MM LG X 130MM W; A-Z;1-31; MONTHS OF THE YEAR; DAYS OF THE WEEK	
16.5	POUCH, LAMINATING A-3;250MICRON	
16.6	POUCH, LAMINATING A-4;250MICRON	
16.7	POCKET FILING RING BINDER; A-4; OPEN TOP PLASTIC; PRE-PUNCHED	
16.8	FOLDERS CARRY FOLDERS A3	
16.9	FOLDERS CARRY FOLDERS A3	
16.10	CASE, CARRYING CANVAS; LG 400MM X W 300MM X H 300MM;1-POCKET, ZIP CLOSURE;2-PLASTIC FILE HOLDERS; OPTIPLAN	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
QUANTITY:		
ITEM NO	ITEM DESCRIPTION	
17	PACKAGING CARTONS	
17.1	BOX STORAGE; COLLAPSABLE CARDBOARD; W 305MM X DP 229MM X H 305MM	
17.2	BOX STORAGE; COLLAPSABLE CARDBOARD; W 435MM X DP 305MM X H 305MM	
17.3	BOX STORAGE; COLLAPSABLE; CARDBOARD; W 610MM X DP 457MM X H 305MM	
17.4	BOX STORAGE; CARDBOARD; LEVER ARCH FILE;6-DIV; LARGE; INCL LID; MULTI STORE; STO 159946	
17.5	BOX STORAGE;610MM X DP 457MM X H 350MM: COLLAPSABLE: CARDBOARD; CARDBOARD; LEVER ARCH FILE;6-DIV; LARGE; INCL LID; MULTI STORE; STO 159946	
	BOX STORAGE; LID A3	
17.6	BOX STACKABLE; W 265MM X DP 117MM X H 370MM; STACK A-DRAWER LARGE	
17.7	BOX FILING; FOLIO; GREY CONTAINER	

17.8	BOX STACKABLE; W 265MM X DP 120MM X H 370MM; STACKADRAWER LARGE	
17.9	FILE BOX; CARDBOARD; FOOLSCAP JUMBO; ARCHIVE;375MM W;180MM DP;275MM H	
17.10	BOX STORAGE; COLLAPSABLE CARDBOARD; LONG SIDE OPEN; LG 390MM X W 290MM X H 105MM	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
18	PUNCHES	
18.1	PUNCH, PAPER 2-HOLE; MEDIUM DUTY;15-SHEET; INCL PAPER SIZE GUIDE	
18.2	PUNCH, PAPER 2-HOLE; MEDIUM DUTY;60-SHEET; INCL PAPER SIZE GUIDE	
18.3	PUNCH, PAPER 2-HOLE; HEAVY DUTY;160-SHEET; INCL PAPER SIZE GUIDE (190pg)	
18.4	PUNCH, PAPER 1-HOLE	
18.5	PUNCH PAPER 2-HOLE	
18.6	BLADE, PUNCH SIZE HD1320/2320; KANGAROO 2-HOLE (CAPACITY 290 SHEETS)	
18.7	BLADE, PUNCH SIZE HD2300X ULTRA HEAVY DUTY (INDUSTRIAL)	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
QUANTITY:		
ITEM NO	ITEM DESCRIPTION	
19	STAPLERS, STAPELS AND REMOVERS	
19.1	STAPLER PAPER FASTENING;26/6; INDUSTRIAL; LONG ARM; REXEL (or similar)	
19.2	STAPLER PAPER FASTENING;26/6; RAPID 17 (or similar)	
19.3	REMOVER, STAPLE HEAVY DUTY	
19.4	REMOVER, STAPLE; PLASTIC, STL	
19.5	REMOVER, STAPLE; 9/10	
19.6	REMOVER, STAPLE; 9/12	

19.7	REMOVER, STAPLE; 9/14	
19.8	STAPLER PAPER FASTENING; HEAVY DUTY	
19.9	STAPLER PAPER FASTENING; MEDIUM DUTY;26/6;26/8;40-SHEET; PLIERS TYPE	
19.10	STAPLES PAPER FASTENING; HEAVY DUTY;23/8; REXEL (or similar)	
19.11	STAPLES PAPER FASTENING; HEAVY DUTY;23/10; REXEL (or similar)	
19.12	STAPLES PAPER FASTENING; HEAVY DUTY;23/13; REXEL (or similar)	
19.13	STAPLES PAPER FASTENING;23/24; REXEL or similar	
19.14	STAPLES PAPER FASTENING;13MM W;23/15	
19.15	STAPLES PAPER FASTENING; HEAVY DUTY;23/17; REXEL or similar	
19.16	STAPLES PAPER FASTENING; REGULAR;6MM W;26/6	
19.17	STAPLES PAPER FASTENING; GIANT;11MM W;66/11; REXEL (or similar)	
19.18	STAPLES PAPER FASTENING;66/14; REXEL (or similar)	
19.19	STAPLES PAPER FASTENING;66/8; REXEL (or similar)	
19.20	STAPLES PAPER FASTENING; HEAVY DUTY;9/12	
19.21	STAPLES PAPER FASTENING; HEAVY DUTY;24/8; RAPID (or similar)	
19.22	STAPLES PAPER FASTENING; HEAVY DUTY;23/13; REXEL (or similar)	
19.23	STAPLES REXEL;26/6 (or similar)	
19.24	STAPLES FOR PHOTOCOPIERS (SPECS WILL BE ISSUED TO THE PANEL AS AND WHEN REQUIRED)	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
20	STAMPS & INK	
20.1	INK, PAD; BLACK;30ML	
	INK, PAD; RED;30ML	

	INK, PAD; VIOLET;30ML	
	INK, PAD; BLUE;30ML	
20.2	INK, PHOSPHORIC INK 100ML (VOTING INK)	
20.3	STAMP, RUBBER DATE;1-LINE	
	STAMP, RUBBER DATE;1-LINE (SELF INKING)	
	STAMP, RUBBER FIXED; CANCELLED	
	STAMP, RUBBER SELF INKING; MINI DATER; RECEIVED; COLOR S160/L	
	STAMP, RUBBER SELF INKING; URGENT; LG 38MM X W 14MM; COLOR PRINTER 20	
	STAMP, RUBBER SELF INKING; NAME OF OFFICIAL AND RANK	
	STAMP, RUBBER SELF INKING; DATE	
	STAMP, RUBBER SELF INKING; RECEIPT	
	STAMP, RUBBER SELF INKING; RECEIVED AND DATE	
	STAMP, RUBBER SELF INKING; DATE AND SPECIFIC NAME OF DEPARTMENT	
	STAMP, RUBBER SELF INKING; CERTIFYING	
	STAMP, RUBBER SELF INKING; CERTIFIED A TRUE COPY OF THE ORIGINAL ON WHICH NO VISIBLE ALTERATION WAS MADE BY AN UNAUTHORIZED PERSON	
20.4	STAMP, RUBBER SELF INKING; COPY	
	STAMP PAD SHINY PRINTER (S8243)	
	STAMP PAD SHINY PRINTER (S824)	
	STAMP PAD-TRODAT PRINTY 4727/4927	
20.5	DATER; P54	
	DATER; COLOP PRINTER 55 DATER	
	DATER; PRINTER 60 DATER, TRODAT L60 STAMP WITHOUR RUBBER	
20.6	INKING PAD LG 110MM X W 65MM	
	INKING PAD LG 142MM X W 107MM	

	INKING PAD SELF INKING; LG 40MM X W 30MM; COLOP PRINTER 53	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
21	LETTER TRAYS	
21.1	TRAY, DESK LETTER; PLASTIC; LG 370MM X W 270MM;2/SET	
21.2	RAISERS LETTER TRAY; PLASTIC; BLACK;100MM LG	
21.3	TRAY, DESK LETTER; STEEL; LG 390MM X W 330MM X DP 65MM; SGL (3 Tier)	
	TRAY, DESK LETTER; WOOD; LG 390MM X W 290MM X DP 75MM	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
22	RULERS, SCISSORS & SHARPENERS	
22.1	RULER PLASTIC;300MM LG	
22.2	SCISSORS LG 150MM	
22.3	SCISSORS S/S; SOFT GRIP; LG 210MM	
22.4	SHARPENER, PENCIL DESKTOP CLAMP;6-HOLE; STL, PLASTIC	
22.5	SHARPENER, PENCIL HAND; SGL HOLE; METAL	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
23	FINGER CONES	
23.1	FINGER PAD RUBBER; SIZE-00; LG 25MM; ANY COLOUR; ROUGHENED SURFACE; CONE	
23.2	FINGER PAD RUBBER; SIZE-0; LG 25MM; ANY COLOUR; ROUGHENED SURFACE; CONE	
23.3	FINGER PAD RUBBER; SIZE-1; LG 25MM; ANY COLOUR; ROUGHENED SURFACE; CONE	
23.4	FINGER PAD RUBBER; SIZE-2; LG 25MM; ANY COLOUR; ROUGHENED SURFACE; CONE	

SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
24	ACCESSORIES	
24.1	CARD IDENTIFICATION; PLASTIC; LG 90MM X W 55MM; INCL CLIP	
24.2	BASKET, WASTEPAPER PLASTIC;16L; BLACK	
	BASKET, WASTEPAPER PLASTIC;16L; BLUE	
	BASKET, WASTEPAPER PLASTIC;9L; BLACK	
	BASKET, WASTEPAPER PLASTIC;9L; GREY	
	BASKET, WASTEPAPER PLASTIC;16L; BLACK	
	BASKET, WASTEPAPER PLASTIC;16L; GREY	
	BASKET, WASTEPAPER WOOD;9L	
	BASKET, WASTEPAPER WOOD;16L	
	BASKET, WASTEPAPER STEEL;9L	
	BASKET, WASTEPAPER STEEL;16L	
20.3	PEN SORTER PLASTIC	
	PEN SORTER WOOD	
	PEN SORTER STEEL	
20.4	TAG KEY; RING; PLASTIC; YELLOW	
	TAG KEY; RING; PLASTIC; RED	
	TAG KEY; RING; PLASTIC; BLUE	
	TAG KEY; RING; PLASTIC; GREEN	
20.5	SHEET, PLASTIC SELF-ADHESIVE, CLEAR; 450MM W X 16M LG, DC FIX BOOK COVERING	
	SHEET, PLASTIC SELF-ADHESIVE, CLEAR; 450MM W X 16M LG, DC FIX BOOK COVERING	
20.6	COPYHOLDER PLASTIC; KELLY REST MAGIC CURVE; ADJ;10192	

20.7	CLOTH, CLEANING WET WIPE; STATIC FREE; COMPUTER	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
25	MARKERS & HIGHLIGHTERS	
25.1	MARKER HIGHLIGHTER; BLUE; CHISEL TIP; FLUORESCENT	
	MARKER HIGHLIGHTER; GREEN; CHISEL TIP; FLUORESCENT	
	MARKER HIGHLIGHTER; ORANGE; CHISEL TIP; FLUORESCENT	
	MARKER HIGHLIGHTER; PURPLE; CHISEL TIP; FLUORESCENT	
	MARKER HIGHLIGHTER; RED; CHISEL TIP; FLUORESCENT	
	MARKER HIGHLIGHTER; YELLOW; CHISEL TIP; FLUORESCENT	
	MARKER HIGHLIGHTER; PINK; CHISEL TIP; FLUORESCENT	
25.2	MARKER BLACK; LARGE CHISEL TIP;7.5-12MM; PERMANENT; ARTLINE 100	
	MARKER BLUE; LARGE CHISEL TIP;7.5-12MM; PERMANENT; ARTLINE 100	
	MARKER RED; LARGE CHISEL TIP;7.5-12MM; PERMANENT; ARTLINE 100	
	MARKER GREEN; LARGE CHISEL TIP;7.5-12MM; PERMANENT; ARTLINE 100	
25.3	MARKER BLACK; BULLET TIP;1.5MM; PERMANENT; ARTLINE-70	
	MARKER BLUE; BULLET TIP;1.5MM; PERMANENT; ARTLINE-70	
	MARKER RED; BULLET TIP;1.5MM; PERMANENT; ARTLINE-70	
	MARKER GREEN; BULLET TIP;1.5MM; PERMANENT; ARTLINE-70	
25.4	MARKER BLACK; FINE BULLET TIP;0.7MM; PERMANENT; ARTLINE 700; POCKET CLIP	
	MARKER BLUE; FINE BULLET TIP;0.7MM; PERMANENT; ARTLINE 700; POCKET CLIP	
	MARKER RED; FINE BULLET TIP;0.7MM; PERMANENT; ARTLINE 700; POCKET CLIP	
	MARKER GREEN; FINE BULLET TIP;0.7MM; PERMANENT; ARTLINE 700; POCKET CLIP	

25.5	MARKER BLACK; MEDIUM CHISEL TIP;2-5MM; PERMANENT; ARTLINE-90	
	MARKER BLUE; MEDIUM CHISEL TIP;2-5MM; PERMANENT; ARTLINE-90	
	MARKER RED; MEDIUM CHISEL TIP;2-5MM; PERMANENT; ARTLINE-90	
	MARKER GREEN; MEDIUM CHISEL TIP;2-5MM; PERMANENT; ARTLINE-90	
25.6	MARKER BLACK; MEDIUM BULLET TIP;2MM; DRY WIPE; WHITEBOARD	
	MARKER BLUE; MEDIUM BULLET TIP;2MM; DRY WIPE; WHITEBOARD	
	MARKER RED; MEDIUM BULLET TIP;2MM; DRY WIPE; WHITEBOARD	
	MARKER GREEN; MEDIUM BULLET TIP;2MM; DRY WIPE; WHITEBOARD	
25.7	MARKER 6-ASSORTED COLOUR; MEDIUM BULLET TIP;2MM; DRY WIPE; WHITEBOARD	
25.8	MARKER BLACK; BULLET TIP;2MM; PERMANENT	
25.9	MARKER GREEN; MEDIUM TIP; NON-PERMANENT; OHP	
25.10	MARKER BLACK; FELT TIP; PERMANENT; OHP	
25.11	MARKER BLACK; BULLET TIP;0.4-1MM; PERMANENT; ARTLINE DUAL-NIB CDR/DVD	
25.12	MARKER BLACK; FINE BULLET TIP;0.7MM; PERMANENT; ARTLINE 750; LAUNDRY	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
26	WRITING MATERIAL: PENS	
26.1	PEN BALL-POINT; FINE; BLACK	
	PEN BALL-POINT; FINE; RED; BIC	
	PEN BALL-POINT; FINE; GREEN	
	PEN BALL-POINT; FINE; BLUE	
26.2	PEN BALL-POINT; MEDIUM; GREEN; BIC CLIC	
	PEN BALL-POINT; MEDIUM; BLACK; BIC CLIC	
	PEN BALL-POINT; MEDIUM; RED; BIC CLIC	

	PEN BALL-POINT; MEDIUM; BLUE; BIC CLIC	
26.3	PEN BALL-POINT; MEDIUM; PURPLE; BIC	
26.4	PEN BALL-POINT; FINE; BLUE; PILOT; BPS	
26.5	PEN BALL-POINT; MEDIUM; BLACK; PILOT BPS	
	PEN BALL-POINT; MEDIUM; RED; PILOT BPS	
	PEN BALL-POINT; MEDIUM; PINK; PILOT BPS	
26.6	HOLDER PENCIL; CUBE; BLACK STL; W 100MM X H 70MM	
26.7	PEN ROLLER BALL;0.7MM; RED; GEL; PENTEL ENERGEL	
	PEN ROLLER BALL;0.7MM; BLUE; GEL; PENTEL ENERGEL	
	PEN ROLLER BALL;0.7MM; BLACK; GEL; PENTEL ENERGEL	
	PEN ROLLER BALL;0.7MM; GREEN; GEL; PENTEL ENERGEL	
26.8	PEN ROLLER BALL; METAL TIP;0.5; BLACK; LIQUID INK; PILOT; BLVB-5	
26.9	PEN BALLPOINT; BLACK; OIL BASED INK; SUPER GRIP; PILOT; BPGP-10RM	
26.10	PEN ROLLER BALL;0.5MM; EXTRA FINE; RED; GEL; PILOT G-2	
	PEN ROLLER BALL;0.5MM; EXTRA FINE; BLACK; GEL; PILOT G-2	
	PEN ROLLER BALL;0.5MM; EXTRA FINE; BLUE; GEL; PILOT G-2	
	PEN ROLLER BALL;0.5MM; EXTRA FINE; PURPLE; GEL; PILOT G-2	
26.11	PEN BALL-POINT; FINE; RED; MICRO; UNIBALL; UB120	
	PEN BALL-POINT; FINE; BLUE; MICRO; UNIBALL; UB120	
	PEN BALL-POINT; FINE; BLUE; MICRO; UNIBALL; UB120	
	PEN UNIBALL REFILL FORUM 153 SIGN	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NR	ITEM DESCRIPTION	
26	WRITING MATERIAL: PENS	

26.12	PEN ROLLER BALL; BROAD; RED; UN SIGNO UM153	
26.13	PEN ROLLER BALL; FINELINER; RED	
26.14	PEN ROLLER BALL; FINELINER; BLACK; PILOT	
26.15	REFILL, PEN ROLLER BALL;0.7MM; FINE; BLACK; GEL; PILOT G-2; RETRACTABLE	
26.16	PEN ROLLER BALL;0.7MM; FINE; BLACK; GEL; PILOT G-2	
26.17	REFILL, PEN ROLLER BALL;0.7MM; FINE; RED; GEL; PILOT G-2; RETRACTABLE	
26.18	PEN BALL-POINT; MAXI MEDIUM POINT; BLACK; CRYSTAL	
26.19	PEN ROLLER BALL;0.7MM; FINE; BLACK; GEL; PILOT G-2	
26.20	PEN BALL-POINT; FINE; BLACK; PENTEL SUPERB; BK 77-C	
26.21	PEN BALL-POINT; BLACK	
26.22	PEN ROLLER BALL;0.8MM; RED; GEL; GRIP; HYBRID	
26.23	PEN BALL-POINT; RED; CRYSTAL	
	PEN ROLLER BALL;0.7MM; FINE; PURPLE; GEL; PILOT G-2	
	REFILL, PEN ROLLER BALL;0.7MM; FINE; PURPLE; GEL; PILOT G-2; RETRACTABLE	
	REFILL, PEN BALL-POINT; BROAD; BLACK; UNIBALL	
	REFILL, PEN BALL-POINT; BROAD; RED; UNIBALL	
	PEN ROLLER BALL; MEDIUM; BLACK; BIC CRYSTAL	
	PEN ROLLER BALL; MEDIUM; BLUE; BIC CRYSTAL	
	PEN ROLLER BALL; MEDIUM; RED; BIC CRYSTAL	
	PEN ROLLER BALL;0.5MM TIP; BLACK; UNIBALL EYE MICRO; UB150	
	PEN BALL-POINT; FINE; BLUE; BIG GRIPPER	
	PEN BALL-POINT; FINE; RED; BIG GRIPPER	
	PEN BALL-POINT; FINE; BLACK; BIG GRIPPER	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	

27	WRITING MATERIAL: PENCILS	
27.1	PENCIL BLACK;2H	
27.2	PENCIL BLACK;3H	
27.3	PENCIL, COLOURED 12/PK; WATER COLOUR	
27.4	PENCIL, COLOURED 3.3MM LEAD; ACQUARELLE ECO PENCIL;12/SET	
27.5	PENCIL HB;81/106637	
27.6	LEAD, PENCIL HB;0.5MM	
27.7	LEAD, PENCIL 0.7MM	
27.8	LEAD, PENCIL HB;0.9MM	
27.9	PENCIL CLUTCH;0.5MM	
27.10	PENCIL CLUTCH;0.7MM	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
28	CORRECTION	
28.1	CORRECTION PEN 12ML; WHITE	
28.2	CORRECTION TAPE LG 8,5M X W 4,2MM	
28.3	CORRECTION TAPE WHITE; LG 8,5M X W 4,2MM; SELF-ADHESIVE	
28.4	CORRECTION TAPE 4,25MM X 1,5MM	
28.5	ERASER PENCIL;45MM LG X 19MM W X 5MM THK	
ITEM NO	ITEM DESCRIPTION	
29	PRINTING PAPER	
29.1	PAPER, COMPUTER CONTINUOUS; FLAT FOLD;279,4MM X 241MM (Top form)	
29.2	PAPER, COMPUTER CONTINUOUS;3-FOLD; BLUE, WHITE; A-3 (3-part)	
29.3	PAPER, COMPUTER PERFORATED; SGL; A-4; LG 305MM X W 241MM	

29.4	PAPER, COMPUTER CONTINUOUS; SGL SHEET; PL 280MM X 240MM; PERFORATED	
29.5	PAPER, COMPUTER CONTINUOUS FLAT FOLD;2-PART; LG 280MM X W 240MM; BLANK; CONSOLE; D2/30010/A	
29.6	PAPER, COMPUTER CONTINUOUS FLAT FOLD;1-PART; LG 280MM X W 240MM; BLANK; CONSOLE; D2/30010/A	
29.7	PAPER, COMPUTER CONTINUOUS FLAT FOLD;280MM X 240MM;4-PART; CONSOLE	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
30	CALCULATORS & BATTERIES	
30.1	BATTERY, NON-RECHARGEABLE 1,5V; AA-SIZE	
30.2	BATTERY, NON-RECHARGEABLE GEN PURPOSE; SIZE AAA; ANY BRAND	
30.3	CALCULATOR 12-DIGIT; SHARP EL782C and/or Similar	
30.4	CALCULATOR SHARP EL531; SCIENTIFIC and/or Similar	
30.5	CALCULATOR POCKET; BATTERY OPERATED;16-DIGIT; DT160	
30.6	BATTERY, NON-RECHARGEABLE 9VOLT; ANY BRAND; GEN PURPOSE	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
31	CD'S, DVD'S & USB'S	
31.1	COMPACT DISC (CD) WRITEABLE;700MB; DYSAN	
31.2	COMPACT DISC (CD) RE-WRITEABLE;700MB; VERBATIM	
31.3	HOLDER, CD 52 X10 CAKE BOX	
	HOLDER, CD 52 X 25 CAKE BOX	
	HOLDER, CD 52 X50 CAKE BOX	
	HOLDER, CD 52 X 100 CAKE BOX	
	HOLDER, CD 10 PACK CLEAR SLIM CASE	

	HOLDER, DVD 16 X 10CAKE BOX	
	HOLDER, DVD 16 X 25 CAKE BOX	
	HOLDER, DVD 16 X 50 CAKE BOX	
	HOLDER, DVD 16 X 10 PACK SLIM CASE COLOUR)	
31.4	COMPACT DISC (CD) DVD; WRITEABLE; PLUS;4.7GB	
31.5	COMPACT DISC (CD) DVD; RE-WRITEABLE; PLUS;4.7GB	
31.6	COMPACT DISC (CD) DVD; WRITEABLE; MINUS;4.7GB	
31.7	COMPACT DISC (CD) DVD; RE-WRITEABLE; MINUS;4.7GB	
31.8	COMPACT DISC (CD) DVD; WRITEABLE;4.7GB; VERBATIM and/or Similar	
31.9	FLASH DRIVES (MEMORY STICK) 4GB	
	FLASH DRIVES (MEMORY STICK) 8GB	
	FLASH DRIVES (MEMORY STICK) 16GB	
	FLASH DRIVES (MEMORY STICK) 32GB	
	FLASH DRIVES (MEMORY STICK) 64GB	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
32	GENERAL	
32.1	PAPER, OFFICE MEMO CUBE; REFILL; ASSORTED COLOURS;90MM X 90MM	
32.2	HOLDER PAPER; NOTES; STL; W 100MM X H 80MM	
32.3	HOLDER PAPER, NOTE; PLASTIC	
32.4	LETTER OPENER STL BLADE; PLASTIC HANDLE; LG 225MM	
32.6	TRANSPARENCY WRITE-ON; CLEAR	
32.7	TRANSPARENCY A-4; HEAT RESISTANT, COPIER LASER PRINTER; CLEAR ON WHITE	
32.8	HOLDER TIDY; TUBE; PEN	

32.9	IMAGING UNIT PRICE/ PER BOX PRICE/ PER BOXPRICE/ PER BOXNEFAX 415 SERIES	
32.10	FLIP CHART PAD 815MM LG 675MM W	
32.11	PIN OFFICE;26MM;25G/PK	
32.12	GUILLOTINE, PAPER; HAND-LEVER; STL	
SUPPLY AND DELIVERY OF OFFICE STATIONERY		
ITEM NO	ITEM DESCRIPTION	
32	GENERAL	
32.13	MARKER 6-ASSORTED COLOURS; MEDIUM BULLET TIP;1.5 -3MM; DRY WIPE; WHITEBOARD; TZ1;10-SET/BX	
32.14	MARKER BLACK; SUPER FINE BULLET TIP;0.4MM; PERMANENT; ARTLINE 725	
32.15	MARKER BLACK; BULLET TIP;1.5MM; PERMANENT; ARTLINE-70	
32.16	MARKER 6-ASSORTED COLOURS; MEDIUM BULLET TIP;1.5 -3MM; DRY WIPE; WHITEBOARD; TZ1;10-SET/BX	
32.17	MARKER BLACK; FINE BULLET TIP;0.7MM; PERMANENT; ARTLINE 700; W/POCKET CLIP	
32.18	MARKER BLACK; MEDIUM CHISEL TIP;2-5MM; PERMANENT; ARTLINE-30	
32.19	MARKER BLACK; SUPER FINE BULLET TIP;0.4MM; PERMANENT; ARTLINE 725	
32.2	MARKER HIGHLIGHTER; BLUE; CHISEL TIP; FLUORESCENT (or similar)	
32.21	MARKER HIGHLIGHTER; GREEN; CHISEL TIP; FLUORESCENT (or similar)	
32.22	MARKER HIGHLIGHTER; ORANGE; CHISEL TIP; FLUORESCENT (or similar)	
32.23	MARKER HIGHLIGHTER; PURPLE; CHISEL TIP; FLUORESCENT (or similar)	
32.24	MARKER HIGHLIGHTER; RED; CHISEL TIP; FLUORESCENT (or similar)	
32.25	MARKER HIGHLIGHTER; YELLOW; CHISEL TIP; FLUORESCENT (or similar)	
32.26	MARKER HIGHLIGHTER; PINK; CHISEL TIP; FLUORESCENT (or similar)	

NB: PRICES MUST INCLUDE VAT AND ALL OTHER OVERHEADS COSTS

ADDITIONAL ITEMS:

The below list of additional items will be determined when the panel has been appointed.

Items	
Tape recorders	
Pointers	
Toners	
Cartridges	
Printers (Portable and mobile)	
Computer mouse	
Mouse pad	
Computer keyboard	
Pocket books	

NB: The above stationery, cartridges, toners and other office related Item list is not exhaustive or limited (new/additional items may be introduced in the course of the contract period due to trends and changing needs of the Corporation)