



Road Traffic
Management Corporation

**APPOINTMENT OF A PANEL OF SERVICE
PROVIDERS FOR SUPPLY AND DELIVERY
OF STATIONERY AND RELATED ITEMS TO
THE RTMC FOR A PERIOD OF THREE (3)
YEARS**

RTMC BID NO: 26 /2019/20

SECTION: 1

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

CONDITIONS AND UNDERTAKINGS BY BIDDER IN RESPECT OF THIS BID

1. **Proprietary Information**

Road Traffic Management Corporation (RTMC) considers this bid and all related information, either written or verbal, which is provided to the bidder to be proprietary to RTMC. It shall be kept confidential by the bidder and its officers, employees, agents and representatives. The bidder shall not disclose, publish or advertise this specification or related information to any third party without the prior written consent of RTMC.

2. **Enquiries**

- 2.1 All communication and attempts to solicit information of any kind relative to this bid should be channelled to the email below, however such enquiries will be entertained until within ten days of publication on tender bulletin and National Treasury tender portal

Name	RTMC
Email Address	Bidadmin@rtmc.co.za

- 2.2 All the documentation submitted in response to this bid must be in English.
- 2.3 The RTMC may respond to any enquiry in its sole discretion and the bidder acknowledges that it will have no claim against the RTMC on the basis that its bid was disadvantaged by lack of information or inability to resolve ambiguities.

3. **Validity Period**

Responses to this bid received from bidders will be valid for a period of **120 days** counted from the closing date of the bid.

4. **Supplier Performance Management**

- 4.1 Supplier Performance Management is viewed by the RTMC as critical component in ensuring value for money acquisition and good supplier relations between the RTMC and all its suppliers.

- 4.2 The successful bidder shall upon receipt of written notification of an award be required to conclude a Service Level Agreement (SLA) with the RTMC, which will form an integral part of the agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance level and ensure effective delivery of service, quality and value-add to RTMC business.

5. Instructions on submission of Bids

- 5.1 Bids should be submitted in **Five (5) copies for technical responses/functional evaluation (1 Original and 4 copies) and pricing schedule should be submitted separately (1 Original and 4 copies)** and all bound in a sealed envelope endorsed, **RTMC BID 26/2019/20: Appointment of a panel of service providers for supply and delivery of stationery and related items to the RTMC for a period of three (3) years with an option to extend.**
- 5.2 The sealed envelope must be placed in the bid box at the Main Reception area of the RTMC Building, Eco Origin Office Park, Block F, 349 Witch-Hazel Street, Highveld Ext 79, Centurion by no later than **03 March 2020, 11h00am.**
- 5.3 **Compulsory briefing session** will be held on the **14 February 2020, 10h00am** at the above physical address, wherein a briefing session certificate will be issued to bidders who would have attended the briefing session.
- NB: The mentioned briefing certificate must be attached on the bid documents upon submission on the closing date of the bid. (Failing which will invalidate the bid)**
- 5.4 The bidder's company name, closing date and the return address must also be endorsed on the envelope.
- 5.5 All bids submitted must be signed by a person or persons duly authorised thereto.
- 5.6 If a courier service company is being used for delivery of the bid document, the bid description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the bid box. The RTMC will not be

held responsible for any delays where documents are not placed in the bid box before closing time.

5.7 Bid received by email or any other similar medium will not be considered.

5.8 Where a bid document is not placed in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **Late bids will not be considered.**

5.9 Amended bids may be sent in an envelope marked “**Amendment to Bid**” and should be placed in the bid box before the closing time.

5.10 Bidders should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by RTMC in regard to anything arising from the fact that pages are missing or duplicated.

6. Undertakings by the Bidder

- 6.1 The bidder accepts that all costs incurred in preparation, presentation and any demonstration in relation to this bid shall be for the account of the bidder.
- 6.2 The bidder hereby offers to render all or any of the services described in the attached documents to the RTMC on the terms and conditions and in accordance with the specifications stipulated in this bid documents (and which shall be taken as part of, and incorporated into, this proposal at the prices inserted therein).
- 6.3 The bidder shall prepare for a possible presentation should RTMC require such and the bidder shall be notified thereof no later than 4 (four) days before the actual presentation date. Such presentation may include demonstration of products or services as called for by the RTMC in relation to this bid.
- 6.4 The successful bidder hereby accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the principal(s) liable for the due fulfilment of this contract.
- 6.5 The bidder furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that

he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk

7. RTMC's Rights

- 7.1 The RTMC reserves the right not to accept the lowest bid or any bid in part or in whole. RTMC normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is technically acceptable and/or financially advantageous to the RTMC.
- 7.2 The RTMC also reserves the right to award this bid as a whole or in part without furnishing reasons.
- 7.3 The RTMC reserves the right to conduct a site visit at the premises of the offices or at any client sites if so required.
- 7.4 The RTMC reserves a right to amend any bid conditions, validity period, specifications, or extend the closing date of bid prior to the initially stated closing date. Bidders will be advised in writing of such amendments in good time.
- 7.5 The RTMC reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the RTMC to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

8. Supplier Development and Promotion of Emerging Black Owned Service Provider

- 8.1 The RTMC promotes enterprise development in this regard, successful bidders are encouraged to mentor SMME's and/or Youth owned businesses. The implications of such arrangement will be subject to negotiations between the RTMC and the successful bidder.
- 8.2 It is also the objective of the RTMC to promote transformation of the South African economy and as such, bidders are encouraged to partner with a black owned entity

(being 50%+1 black owned and controlled). Such partnership may include the formation of a Joint Venture and/ or subcontracting agreement etc., where a portion of the work under this bid would be undertaken by black owned entities.

- 8.3** To give effect to this requirement, bidders are required to submit a partnership/ subcontracting proposal detailing the portion of work to be outsourced, level of involvement of the black owned partner and where relevant, submit a consolidated B-BBEE scorecard in-line with the provisions of the PPPFA Regulations which will be considered as part of the B-BBEE scoring.

9. Bidders Details and Contact Person

DETAILS OF BIDDERS			
Name of your Company (in block letters)			
Signature(s) of the Bidder or assignee(s)		Date	
Name of person signing (in block letters)			
Capacity			
Are you duly authorized to sign this Bid?			
Company Registration Number			
VAT Registration Number			
Postal address (in block letters)			
Physical address (in block letters)			
Domicilium citandi et executandi in the RSA (full street address) (in block letters)			

DETAILS OF THE CONTACT PERSON	
Name of Contact Person	
Telephone Number	
Fax Number	
Cellphone Number	
E-Mail Address	

10. RESPONSE FORMAT

Bidders shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked):

10.1 Cover Page:

10.1.1 The cover page must clearly indicate the bid reference number, bid description and the bidder's name

10.1.2 **Annexure 1** Invitation to Bid (SBD 1 - duly completed and signed)

10.2 Schedule 1:

10.2.1 Executive summary of the bidder's Company/Joint Venture/Partnership/Close

Corporation. (Agreements/ supporting documentation must be attached and any amendments post award should be approved by RTMC)

10.2.2 **Annexure 2** of this bid document (Duly completed and Signed)

10.3 Schedule 2:

10.3.1 Certified copies of your CIPRO company registration documents listing all members with percentages, in case of a CC. Or latest certified copies of all share certificates in case of a company;

10.3.2 B-BBEE Certificate verified by a SANAS accredited verification agency or a letter from the supplier's auditor. In case where a Joint Venture/Consortium is formed, a combined B-BBEE Certificate must be provided.

10.3.3 **Annexure 3** Declaration of Interest (SDB 4)

10.3.4 **Annexure 4** Declaration of Bidders Past SCM Practices (SBD 8)

10.3.5 **Annexure 5** Certificate of Independent Bid Determination (SBD 9)

10.3.6 **Annexure 6** Joint Venture/Consortium Agreement (In case of Consortium or Joint Venture)

Note: Where bidders form a Consortium or a Joint Venture, bidders must submit all documents as listed under Schedule 2 above for each party to the Consortium or Joint Venture.

10.4 Schedule 3:

10.4.1 Responses to **Section Two** of this document, in line with the format indicated in this bid document.

10.5 Schedule 4:

10.5.1 A detailed pricing schedule breakdown for the bid including any supporting schedules on price determination. **The price schedule must be submitted on a separate sealed envelope.**

10.5.2 **Annexure 7** Price Schedule Summary (SBD 3.3)

10.5.3 **Annexure 8** Preferential Point Claim (SBD 6.1) and B-BBEE Certificate

11. SPECIAL INSTRUCTIONS TO BIDDERS

11.1 Bidders shall provide full and accurate answers to the questions posed in this document.

11.2 Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements. All documents as indicated must be supplied as part of the bid response.

11.3 RTMC will standardize prices wherever practical with recommended/appointed service providers.

11.4 Each category may not exceed five service providers in a panel (**category A** = all designated groups excluding businesses owned by people with disabilities and **category B** = businesses owned by people with disabilities).

11.5 Bidders may be required to submit samples prior acceptance of the quotation or order

12. EVALUATION CRITERIA

The bid will have two separate evaluation criteria, namely: -

- Businesses owned by African youth, women and Historically Disadvantaged Individuals (HDI)

AND

- Businesses owned by people with disabilities

The stated categories of businesses will be subjected to three stage evaluation process stated below: -

Stage 1 will be on Mandatory Requirements. Bidders who fail to meet the mandatory requirement will be disqualified from further evaluation.

Stage 2: Category A: will be on Functionality and Technical Requirements. Only bidders that meet the minimum requirements of Stage 2 (70 points) will be eligible for consideration in Stage 3.

Stage 2: Category B: Businesses owned by black people with disabilities: Only bidders that meet the minimum requirements for Stage 2 (50 points) will be eligible for consideration in Stage 3.

Stage 3 will be on 80/20 Preference Point System (i.e. Price and B-BBEE) and each category will be evaluated separately.

12.1 STAGE 1 – MANDATORY REQUIREMENTS

MANDATORY REQUIREMENT (1)	Comply (Yes / No)
Bidders must be registered on National Treasury Central Supplier Data base (CSD)	

Registration on CSD (available on www.csd.gov.za) Tumelo Ntlaba - 012 406 9222 Email: CSD@Treasury.gov.za Compliance requirement: CSD report or reference number	
MANDATORY REQUIREMENT (2)	Comply (Yes / No)
Bidders must sign all SBD bidding forms attached Compliance requirement: Signed and completed SBD forms. NB: Where bidders form a Consortium or a Joint Venture, each bidder must submit all documents as listed for each party to the Consortium or Joint Venture. Failure to comply with the above will result in disqualification of the bid. NB: SBD3.3 MUST BE INCLUDED IN THE FINANCIAL ENVELOPE AND NOT WITH THE TECHNICAL PROPOSAL.	
MANDATORY REQUIREMENT (3)	Comply (Yes / No)
BRIEFING SESSION CERTIFICATE Submission of signed Briefing Certificate issued by RTMC as proof of attendance of compulsory briefing session. (In case of joint venture etc. briefing session certificate from any party that attended the briefing session will suffice)	
MANDATORY REQUIREMENT (4)	Comply (Yes / No)
Exempted Micro Enterprise (EME) CATEGORY Only bidders that are within EME category which is at least owned by 51% black people as defined on regulation 4 of PPPFA regulations of 2017 will be considered or may respond to this bid Compliance requirement: (i) SANAS accredited BBBEE certificate or (ii) Fully completed signed Affidavit by a director or member of the	

company.	
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NOTE: A BIDDER WHO FAILS TO MEET ANY ONE OF THE ABOVE MANDATORY REQUIREMENTS WILL BE DISQUALIFIED FROM FURTHER EVALUATION

12.2 STAGE TWO – FUNCTIONALITY CRITERIA - CATEGORY A

Functionality shall be evaluated based on the following parameters:

Requirements	Score
A. Financial Capacity	15
<p>Bidders must demonstrate financial capacity to provide or deliver the service required.</p> <p>Bidders must provide the following as proof of financial capacity:</p> <ul style="list-style-type: none"> • A bank statement not older than three months showing availability of funds not less than R100 000. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Letter of commitment from a reputable financial service provider or any third-party indicating commitment to fund the bidder should they be successful. <p>The purpose of this requirement is to assess financial capability to deliver this type of service</p>	
B. References of Similar Work Done	30
<p>The bidder must provide references of similar work done with specific reference to the terms of reference on scope of work</p> <p>Responses will be evaluated on the following parameters</p> <ul style="list-style-type: none"> • 1-3 reference/s = 10 • 4-6 references = 20 • 7 references or more = 30 <p>Compliance requirement</p> <p>Bidders are required to complete the attached template in order to reflect similar work done, in the past three years. The following details must be fully completed as provided on the attached template.</p>	

<ul style="list-style-type: none"> • Name and short description of project successfully completed/involved • Role and Responsibilities, • Duration of involvement (in months), • Value of the contract, • Contactable References. <p>NB: Bidders are required to fully complete the template and ensure that information provided is accurate and correct. Failure to comply or any misrepresentation will result in disqualification of the bid.</p>	
C. Bidder's capability to source, supply and deliver stationery and related items	25
<p>Bidder's capability to source, supply and deliver stationery and related items.</p> <p>The bidder must provide proof/letter from reputable suppliers confirming that they will supply materials should the bidder be awarded the contract</p> <p>Compliance requirement</p> <p>Confirmation of sourcing: -</p> <p>1 to 3 letters from sources of supply i.e. (wholesalers, distributors, etc.) = 15 points</p> <p>4 or more letters from sources of supply i.e. (wholesalers, distributors, etc.) = 25 points</p>	
D. Logistics and delivery plan	30
<p>Bidders must provide a detailed delivery plan of how they will deliver the required items on time to the required destination/ delivery point which must include amongst others the following:</p> <p>a) Logistical support: The bidder must demonstrate ability to carry out the contract by outlining key variables that must be in place to ensure compliance to agreed delivery lead- times and specifications.</p> <ul style="list-style-type: none"> • Engagement process with RTMC (outline key aspects to be discussed with RTMC to ensure that there is a clear understanding of the requirements e.g. sample sign off, please use other examples other than the one provided as a guide) = 15 points • Engagement process with distributor or your supplier i.e. outline key aspects with your service provider to ensure that there is a clear understanding of the requirements, outline delivery turnaround times = 15 points <p>Compliance requirement</p>	

<p>Outline at least three (3) aspects in relation to each variable outlined above (each variable will carry five (5) points). (list and give a descriptive narrative of each in order to qualify for points)</p> <p>This element will be evaluated on the following values:</p>		
VALUE	DESCRIPTION	
5- Excellent	Meets and exceeds the functionality requirements	
4- Very Good	Above average compliance to the requirements	
3- Good	Satisfactory and should be adequate for stated element	
2- Average	Compliance to the requirements	
0- Non-Compliant	Does not comply to the requirements	
Total		100

NOTE: THE MINIMUM QUALIFYING SCORE FOR OVERALL FUNCTIONAL EVALUATION IS 70 POINTS. ALL BIDDERS THAT FAIL TO ACHIEVE THE MINIMUM QUALIFYING SCORE ON FUNCTIONALITY SHALL NOT BE CONSIDERED FOR FURTHER EVALUATION.

12.2 STAGE TWO – FUNCTIONALITY CRITERIA - CATEGORY B Businesses owned by people with disabilities (Only bidders who provide the Medical certificate/report confirming disability from a medical practitioner registered with the appropriate medical council will be considered for this category).

Functionality shall be evaluated based on the following parameters:

Requirements	Score
A. Financial Capacity	15
<p>Bidders must demonstrate financial capacity to provide or deliver the service required.</p> <p>Bidders must provide the following as proof of financial capacity:</p> <ul style="list-style-type: none"> • A bank statement not older than three months showing availability of funds not less than R50 000. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Letter of commitment from a reputable financial service provider or any third-party indicating commitment to fund the bidder should they be successful. <p>The purpose of this requirement is to assess financial capability to deliver this type of service</p>	
B. References of Similar Work Done	30
<p>The bidder must provide references of similar work done with specific reference to the terms of reference on scope of work</p> <p>Responses will be evaluated on the following parameters</p> <ul style="list-style-type: none"> • 1-2 reference/s = 10 • 3-4 references = 20 • 5 references or more = 30 <p>Compliance requirement</p> <p>Bidders are required to complete the attached template in order to reflect similar work done, in the past three years. The following details must be fully completed as provided on the attached template.</p> <p>NB: Bidders are required to fully complete the template and ensure that information provided is accurate and correct. Failure to comply or any misrepresentation will result in disqualification of the bid.</p>	

C. Bidder's capability to source, supply and deliver stationery and related items.	25						
<p>Bidder's capability to source, supply and deliver stationery and related items</p> <p>The bidder must provide proof/letter from reputable suppliers confirming that they will supply materials should the bidder be awarded the contract</p> <p>Compliance requirement</p> <p>Confirmation of sourcing, average order size, and number of years)</p> <p>1 to 2 letters from sources of supply i.e. (wholesalers, distributors, etc.) = 15 points</p> <p>3 or more letters from sources of supply i.e. (wholesalers, distributors) = 25 points</p>							
D. Logistics and delivery plan	30						
<p>Bidders must provide a detailed delivery plan of how they will deliver the required items on time to the required destination/ delivery point which must include amongst others the following:</p> <p>E. Logistical support: The bidder must demonstrate ability to carry out the contract by outlining key variables that must be in place to ensure compliance to agreed delivery lead- times and specifications.</p> <ul style="list-style-type: none"> Engagement process with RTMC (outline key aspects to be discussed with RTMC to ensure that there's a clear understanding of the requirements e.g. sample sign off, please use other examples other than the one provided as a guide) = 15 points Engagement process with distributor or your supplier i.e. outline key aspects with your service provider to ensure that there's a clear understanding of the requirements, outline delivery turnaround times = 15 points <p>Compliance requirement</p> <p>Outline at least three (3) aspects in relation to each variable outlined above (each variable will carry five (5) points). (list and give a descriptive narrative of each in order to qualify for points)</p> <p>This element will be evaluated on the following values:</p> <table border="1"> <thead> <tr> <th>VALUE</th><th>DESCRIPTION</th></tr> </thead> <tbody> <tr> <td>5- Excellent</td><td>Meets and exceeds the functionality requirements</td></tr> <tr> <td>4- Very Good</td><td>Above average compliance to the requirements</td></tr> </tbody> </table>	VALUE	DESCRIPTION	5- Excellent	Meets and exceeds the functionality requirements	4- Very Good	Above average compliance to the requirements	
VALUE	DESCRIPTION						
5- Excellent	Meets and exceeds the functionality requirements						
4- Very Good	Above average compliance to the requirements						

3- Good	Satisfactory and should be adequate for stated element	
2- Average	Compliance to the requirements	
0- Non-Compliant	Does not comply to the requirements	
Total		100

NOTE: THE MINIMUM QUALIFYING SCORE FOR OVERALL FUNCTIONAL EVALUATION IS 50 POINTS. ALL BIDDERS THAT FAIL TO ACHIEVE THE MINIMUM QUALIFYING SCORE ON FUNCTIONALITY SHALL NOT BE CONSIDERED FOR FURTHER EVALUATION.

12.4 STAGE THREE – PRICE AND PREFERENCE POINTS EVALUATION

This stage will be evaluated on an 80/20 Preference Point System (i.e. 80 points on Price and 20 points on B-BBEE. Only bidders who scored the highest points on pricing will be recommended to form the panel. Each category may not exceed five service providers in a panel.

NB: Where practical RTMC will standardise prices.

CRITERIA	MAXIMUM POINTS
Price	80
B-BBEE Rating	20
Grand Total	100

SECTION: 2

**TERMS OF REFERENCE /
SPECIFICATION**

SECTION 2: TECHNICAL REQUIREMENTS/ SPECIFICATION

1. PURPOSE

- 1.1 The purpose of the bid is to appoint a panel of service provider/s for supply and delivery of stationery items and other related stationery items to the Road Traffic Management Corporation for a period of three (3) years with an option to extend.

2. BACKGROUND AND DISCUSSION

- 2.1 The Road Traffic Management Corporation is an entity of the National Department of Transport established in terms of Section 3 of the Road Traffic Management Corporation Act, No. 20 of 1999.
- 2.2 The Corporation advertised a bid for supply and delivery of stationery items during 2015/16 financial year for a period of three years and a panel of successful service providers was appointed as per the Terms of Reference. The contract has since expired as it was for three years.
- 2.3 The Facilities Unit is responsible for ensuring that the stationery is procured for the entire Corporation. The unit receives stationery requests from different units within the Corporation also including the Training unit as it has learners and lecturers. The stationery requests range from pens, files, whiteboard markers, files, notebooks, staplers, staples, etc.
- 2.4 It is against this background that a request to advertise a bid for appointment of service provider/s for supply and delivery of stationery and related items to the RTMC for a period of three years.
- 2.5 **Additional Items:** it is to be expected that some items that will be required from time to time may not be reflected in the current provided list due to new trends in the industry space with introduction of new products. As such, a list of these stationery and other related items shall be provided when a need arises in support of the RTMC operational requirements.

- 2.6 The appointed panel of service providers will be expected to provide identical or similar items to those in the provided item list and not limited to such, in instances where the said product item is discontinued or upgraded or it is replaced with a new product in the market.

3. SCOPE OF WORK

3.1 Scope of work / Specification

SUPPLY AND DELIVERY OF STATIONERY AND RELATED ITEMS

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

1	BINDING MATERIAL
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; STACK A-DRAWER 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)

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)

SECTION: 3

**ANNEXURE AND STANDARD
BIDDING DOCUMENTS**

**BIDDERS MUST ATTACH AND
SIGN ALL ATTACHED SBD
FORMS**

ANNEXURE AND STANDARD BIDDING DOCUMENTS

DOCUMENT	DESCRIPTION
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BDGI	Bid Documents General Information
Annexure 1	Invitation to Bid (SBD 1)
Annexure 2	Acceptance of Bid Conditions and Bidder's Structure
Annexure 3	Declaration of Interest (SBD 4)
Annexure 4	Declaration of Bidder's Past Supply Chain Management Practices (SBD 8)
Annexure 5	Certificate of Independent Bid Determination (SBD 9)
Annexure 6	Pricing Schedule (SBD 3.3)
Annexure 7	Preference Points Claim Forms (SBD 6.1)
Annexure 8	Local Content Declaration Form (SBD 6.2)

BIDDING DOCUMENTS: GENERAL INFORMATION

1. The bidding forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional shall be furnished in the enclosed questionnaire(s) or in a separate annexure.
2. The bidding forms should not be retyped or redrafted, but photocopies may be prepared and used. Additional offers may be made for any item, but only on a photocopy of the page in question. Additional offers made in any other manner may be disregarded.
3. Bidding forms not filled in using a computer and printer shall be completed in black ink.
4. Bidders shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated.
5. The forms in respect of Preference Points Claim, if attached, shall be completed and submitted with the completed Bid.
6. Firm bid prices and delivery periods are preferred. Consequently, bidders shall clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.
7. If non-firm prices are submitted, this fact should be clearly stated in the bidding documents.
8. Where items are specified in detail, the specifications from an integral part of the bidding document and bidders shall indicate in the space provided whether the items offered are to specification or not.
9. In respect of the paragraphs where the items offered are strictly to specification, bidders shall insert the words "as specified".

- 10.** In cases where the items are not to specification, the deviations from the specifications shall be indicated.
- 11.** The bid prices shall be given in the units shown.
- 12.** All prices shall be quoted in South African currency.