

COMPANY NAME

NOTE - WHERE SUPPLIERS CHOOSE TO SUBMIT PRICING FOR A PROVINCE THEY ARE REQUIRED TO QUOTE ON EVERY ITEM FOR THAT PROVINCE. SUPPLIERS MUST QUOTE ON AT LEAST ONE (1) PROVINCE AND MAY ALSO QUOTE ON ANY NUMBER OF PROVINCES AS WELL AS FOR ALL NINE (9) PROVINCES

		GAUTENG			NORTH WEST		
		IF YOU CAN READ THIS MESSAGE YOU HAVE NOT PROVIDED A PRICE ON ALL ITEMS FOR THIS PROVINCE. PLEASE CHECK THE TABLE CAREFULLY AND CORRECT ANY ERRORS			IF YOU CAN READ THIS MESSAGE YOU HAVE NOT PROVIDED A PRICE ON ALL ITEMS FOR THIS PROVINCE. PLEASE CHECK THE TABLE CAREFULLY AND CORRECT ANY ERRORS		
NO	SUB CATEGORY	ITEM	ESTIMATED NEED OVER 3 YEAR PERIOD	UNIT OF MEASURE	YEAR 1 UNIT PRICE (inc VAT and all other costs)	YEAR 2 UNIT PRICE (inc VAT and all other costs)	YEAR 3 UNIT PRICE (inc VAT and all other costs)
1	Adhesive	Clear adhesive (25ml)	50	1 Unit			
2	Adhesive	Glue Stick (20g-22g)	420	1 Unit			
3	Adhesive	Glue Stick (35g-43g)	450	1 Unit			
4	Adhesive	Clear decifix roll 45cmx5m	450	1 Unit			
5	Adhesive	Prestik (100g) - or similar	120	1 Unit			
6	Archive	Storage Box 252x370x305mm	75	1 Unit			
7	Archive	Storage Box, 90x375x265mm	150	1 unit			
8	Battery	Battery Alkaline AA - 2 pack	30	1 Pack containing 2 batteries			
9	Battery	Battery Alkaline AAA - 2 pack	30	1 Pack containing 2 batteries			
10	Binding	Binding Covers Assorted Colours Frosted A4 180 Micron	10	1 Pack containing 100 sheets			
11	Binding	Binding Covers Clear Frosted A4 180 Micron	15	1 Pack containing 100 sheets			
12	Binding	Plastic binding Combs 12mm	10	1 box containing 100 ring binders			
13	Binding	Plastic binding Combs 16mm	10	1 box containing 100 ring binders			
14	Binding	Plastic binding Combs 20mm	10	1 box containing 100 ring binders			
15	Binding	Plastic binding Combs 25mm	10	1 box containing 50 ring binders			
16	Binding	Plastic binding Combs 38mm	10	1 box containing 50 ring binders			
17	Binding	Plastic binding Combs 51mm	10	1 box containing 50 ring binders			
18	Board	Cardboard A4 160gsm - assorted colors	20	1 Pack containing 100 sheets			
19	Board	Cardboard A4 160gsm - white	20	1 Pack containing 100 sheets			
20	Book	Shorthand Note Pad	40	1 Unit			
21	Calculator	Calculator Large Display 8 Digit	10	1 Unit			
22	Calculator	Calculator large tilt display 12 Digit	10	1 Unit			
23	Clips	Bulldog Clips 19mm Silver	75	1 Unit			
24	Clips	Bulldog Clips 32mm Silver	75	1 Unit			
25	Clips	Bulldog Clips 28mm Silver	75	1 Unit			
26	Clips	Bulldog Clips 50mm Silver	75	1 Unit			
27	Clips	Bulldog Clips 100mm Silver	75	1 Unit			
28	Clips	Fold back clip 19mm	100	1 Unit containing 12 clips			
29	Clips	Fold back clip 32mm	100	1 Unit containing 12 clips			
30	Clips	Fold back clip 50mm	100	1 Unit containing 12 clips			
31	Clips	Paper Clips 33mm Assorted Colors	500	1 box containing 100 paper clips			
32	Clips	Paper Clips 78mm Giant Wavy Silver	25	1 box containing 50 paper clips			
33	Correction fluid	Correction Pen metal Tip White (7ml)	100	1 Unit			
34	Correction fluid	Correction Tape 5m x 5mm White	50	1 Unit			
35	Dividers	A4 Polyprop Dividers numbered 1 - 31	150	1 set			
36	Dividers	A4 Polyprop Dividers 10 tab rainbow	150	1 set			
37	Dividers	A4 Polyprop Dividers A - Z division	50	1 set			
38	Dividers	A4 Polyprop Dividers Jan - Dec rainbow	10	1 set			
39	Electric adapter	Extension lead 10m	15	1 Unit			
40	Electric adapter	Extension lead 5m	20	1 Unit			
41	Electric adapter	Multiplug switched 0.5m Cord - 4 x 16A + 4 x 5A Euro	15	1 Unit			
42	Envelope	Envelope C4 Manilla 324x229mm Self Seal	10	1 box containing 250 envelopes			
43	Envelope	Envelope C5 Manilla 229x162mm Self Seal	10	1 box containing 500 envelopes			
44	Envelope	Envelope C5 White 229x162mm Self Seal	10	1 box containing 500 envelopes			
45	Envelope	Envelope Manilla Window Self Seal 110x220mm	10	1 box containing 500 envelopes			
46	Envelope	Envelope White Plain 115x230mm Self Seal	20	1 box containing 500 envelopes			
47	Envelope	Envelopes C4 White 324 x 220mm Self Seal	10	1 box containing 250 envelopes			
48	Envelope	Envelopes Window White Self Seal	10	1 box containing 500 envelopes			
49	Eraser	Eraser +- 65mmx22mmx12mm	150	1 Unit			
50	Fasteners	Binder Paper 13mm - split pin fastener	15	1 box containing 100 binders			
51	Fasteners	Binder Paper 19mm - split pin fastener	15	1 box containing 100 binders			
52	Fasteners	Binder Paper 25mm - split pin fastener	15	1 box containing 100 binders			
53	Fasteners	Binder Paper 32mm - split pin fastener	15	1 box containing 100 binders			
54	Fasteners	Binder Paper 38mm - split pin fastener	15	1 box containing 100 binders			

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GAUTENG
NORTH WEST
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NO	SUB CATEGORY	ITEM	ESTIMATED NEED OVER 3 YEAR PERIOD	UNIT OF MEASURE					YEAR 1 UNIT PRICE (inc VAT and all other costs)	YEAR 2 UNIT PRICE (inc VAT and all other costs)	YEAR 3 UNIT PRICE (inc VAT and all other costs)	YEAR 1 UNIT PRICE (inc VAT and all other costs)	YEAR 2 UNIT PRICE (inc VAT and all other costs)	YEAR 3 UNIT PRICE (inc VAT and all other costs)
55	Fasteners	Binder Paper 51mm - split pin fastener	25	1	box	containing	100	binders						
56	Fasteners	Binder Paper 76mm - split pin fastener	5	1	box	containing	100	binders						
57	Fasteners	File Fasteners - metal 80mm	100	1	box	containing	50	fasteners						
58	Fasteners	Filing Laces/Treasury Tag 38mm	100	1	box	containing	100	laces						
59	Fasteners	Filing Laces/Treasury Tag 76mm	50	1	box	containing	100	laces						
60	Fasteners	Filing Laces/Treasury Tag 152mm	75	1	box	containing	100	laces						
61	Fasteners	Staple Remover - for removing No 26/6 staples	100	1	Unit									
62	Fasteners	Stapler metal Full Strip 26/6 - can staple up to 40 sheets	150	1	Unit									
63	Fasteners	Staples 26/6mm No56	200	1	box	containing	5000	staples						
64	Fasteners	Staples 66/11mm giant	25	1	box	containing	5000	staples						
65	Fasteners	Staples 9/12 5000 mm	25	1	box	containing	5000	staples						
66	Fasteners	Staples 66/8 5000	25	1	box	containing	5000	staples						
67	Fasteners	Staples 66/14mm giant	25	1	box	containing	5000	staples						
68	Filing	Display File A4 10 Pocket	45	1	Unit	containing	20	pockets						
69	Filing	Display File A4 20 Pocket	45	1	Unit	containing	20	pockets						
70	Filing	Lever Arch Board Files 70mm	1500	1	Unit									
71	Filing	A4 Design-A-File 70mm Lever Arch File	500	1	Unit									
72	Filing	Filing Sleeves A4 Multi Punch 50mic	200	1	Pack	containing	100	pockets						
73	Filing	Lever Arch File Storage Box (5 files - files not included)	25	1	box									
74	Filing	Quotation Folder A4 Economy	100	1	Unit									
75	Filing	Quotation Folder A4 (Create-A-Cover)	500	1	Unit									
76	Filing	Ring Binder A4 2D ring 25mm assorted colors	75	1	Unit									
77	Filing	Ring Binder A4 2D ring 40mm assorted colors	75	1	Unit									
78	Files	Suspension Files A4 assorted colors	250	1	box	containing	25	files						
79	Flip Chart	Flip Chart Paper bond 860mm x 610mm 50pages	5	1	pad	containing	50	pages						
80	Highlighter	Highlighter chisel tip 2-5mm - Assorted Colours	100	1	Unit									
81	Highlighter	Highlighter Set of 4 chisel tip 2-5mm - Assorted Colours	200	1	Pack	containing	4	highlighters						
82	Laminating	Laminating Pouches A4 150micron	10	1	box	containing	100	pouches						
83	Marker	Permanent Marker Bullet Point Assorted - Similar/equal to Artline 70	150	1	Unit									
84	Marker	Permanent Marker Fine Bullet Point assorted - Similar/equal to Artline 700	150	1	Unit									
85	Numbering machine	Numbering Machine 6 wheel	5	1	Unit									
86	Numbering machine	Numbering Machine Replacement ink Black	5	1	bottle	containing	25-30	ml						
87	Paper	Carbon Paper Blue A4	5	1	Pack	containing	10	sheets						
88	Paper	Copy Paper A3 80gsm White	100	1	box	containing	5	reams						
89	Paper	Copy Paper A4 80gsm White	2500	1	box	containing	5	reams						
90	Paper	Copy Paper A4 80gsm Green	25	1	Ream	containing	500	sheets						
91	Paper	Copy Paper A4 80gsm Pink	25	1	Ream	containing	500	sheets						
92	Paper	Copy Paper A4 80gsm Blue	25	1	Ream	containing	500	sheets						
93	Paper	Copy Paper A4 80gsm Yellow	25	1	Ream	containing	500	sheets						
94	Paper	Desk Cube Refill White 100mm x 100mm	50	1	Unit									
95	Pencil	Clutch Pencil 0.5mm	200	1	Unit									
96	Pencil	Pencil HB	100	1	Unit									
97	Pencil	Standard Refill Pencil Leads 0.5mm HB	50	1	tube	containing	12	leads						
98	Pens	Pen Ballpoint Medium Black with rubberised grip	600	1	Unit									
99	Pens	Pen Clic Ball pen medium Black/Blue/Red	700	1	Unit									
100	Pens	Gel pen - assorted colours (Similar to Pilot BL G2 - broad point)	500	1	Unit									
101	Pens	Pen Crystal Xtra Life Medium Black/Blue/Red	2000	1	Unit									
102	Pins	Drawing Pins Brass Solid Head	5	1	Box	containing	100	pins						
103	Pins	Push Pins assorted colors	5	1	Box	containing	30	pins						
104	Pins	Office Pins	5	1	Tub	containing	100	grams						
105	Post-It	Post It Flags Dispenser 25mmx43mm - Assorted - or similar	150	1	Pack	containing	50	flags						
106	Post-It	Post It Flags - Dispenser 25mmx43m - Sign Here - or similar	20	1	Pack	containing	50	flags						
107	Post-It	Post It Notes - mini notes 38mm x 50mm - or similar	30	1	Pack	containing	50	sheets						
108	Post-It	Post -it flags multipants - 11.9mmx43.2mm (flag arrows brights)	30	1	Pack	containing	50	sheets						

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109	Post-It	Post It Notes 76mm x 76mm - yellow - or similar	30	1	Pack	containing	100	sheets						
110	Post-It	Post It Notes 75mm x 130mm - yellow - or similar	30	1	Pack	containing	100	sheets						
111	Punch	Punch 2 hole medium 25 sheet	150	1	Unit									
112	Punch	Punch 2 hole heavy 40 sheet	50	1	Unit									
113	Punch	Ring Reinforcements White	10	1	box	containing	250	rings						
114	Rubber bands	Rubber bands No 12 (1.5mmx42mm)	10	1	box	containing	100	grams						
115	Rubber bands	Rubber bands No 32 (3mmx75mm)	15	1	box	containing	100	grams						
116	Rubber bands	Rubber bands No 64 (5mmx90mm)	10	1	box	containing	100	grams						
117	Rubber bands	Rubber bands No 69 (5mmx150mm)	25	1	box	containing	100	grams						
118	Rubber bands	Rubber bands No 8 (1.5mmx22mm)	5	1	box	containing	100	grams						
119	Scissors	Scissors - office scissors 20cm	200	1	Unit									
120	Sharpener	Pencil Sharpener 1 hole Metal	45	1	Unit									
121	Stamp	Stamp Ink Black/Blue/Red	50	1	bottle	containing	30	ml						
122	Stamp	Stamp Pad 70mm x 110mm	15	1	Unit									
123	Stamp	Stamp Self inking - Cancelled	5	1	Unit									
124	Stamp	Stamp Self inking - Dater	5	1	Unit									
125	Stamp	Stamp Self inking - Paid	5	1	Unit									
126	Stamp	Stamp Self inking - Received	5	1	Unit									
127	Stamp	Stamp Self inking - Urgent	5	1	Unit									
128	Stamp	Stamp - Date Stamp (similar/equal to Trodat 5460) inc wording	10	1	Unit									
129	Sundry	Clipboard Masonite Metal Clip	5	1	Unit									
130	Sundry	Shredder oil 250ml	20	1	bottle	containing	250	ml						
131	Sundry	Desk Cube Holder 100 x 100 x 100mm - assorted colors	30	1	Unit									
132	Sundry	Desk Tidy Tube	45	1	Unit									
133	Sundry	Finger Cone Size 1	25	1	Unit									
134	Sundry	Laser Pointer	5	1	Unit									
135	Sundry	Letter Opener Metal	10	1	Unit									
136	Sundry	Paper Clip Dispenser Plastic Magnetic	10	1	Unit									
137	Sundry	Plastic Spike	5	1	Unit									
138	Sundry	Ready Sorter Board	5	1	Unit									
139	Sundry	Ruler 30cm Plastic	10	1	Unit									
140	Tape	Legal Tape Pink Cotton 6mx20M	10	1	roll									
141	Tape	Masking Tape 24mmx40m	50	1	roll									
142	Tape	Masking Tape 48mmx40m	30	1	roll									
143	Tape	Packaging Tape Brown/Buf 48mmx100m	100	1	roll									
144	Tape	Packaging Tape Clear 48mmx100m	30	1	roll									
145	Tape	Sellotape/Magic Tape 12mm x 25m	150	1	roll									
146	Tape	TZ121 9mm Black/Clear	5	1	Unit									
147	Tape	TZ221 9mm Black/White	5	1	Unit									
148	Tape	TZ621 9mm Black/Yellow	5	1	Unit									
149	Tape	TZ131 12mm Black/Clear	5	1	Unit									
150	Tape	TZ231 12mm Black/White	5	1	Unit									
151	Tape	TZ631 12mm Black/Yellow	5	1	Unit									
152	Tape	TZ151 24mm Black/Clear	5	1	Unit									
153	Tape	TZ251 24mm Black/White	5	1	Unit									
154	Tape	TZ651 24mm Black/Yellow	5	1	Unit									
155	Twine	Twine Cotton - 100g Thin	15	1	roll									
156	Twine	Twine Cotton - 500g Thick	15	1	roll									
157	USB	Memory Stick 32gb	50	1	Unit									
158	USB	Memory Stick 64gb	50	1	Unit									
159	USB	Memory Stick 128gb	100	1	Unit									
160	Whiteboard	Whiteboard Cleaner 237ml spray bottle	15	1	bottle	containing	237	ml						
161	Whiteboard	Whiteboard Eraser - Magnetic	10	1	Unit									
162	Whiteboard	Whiteboard Marker Bullet Point Assorted Colors	75	1	Unit									

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NO	SUB CATEGORY	ITEM	ESTIMATED NEED OVER 3 YEAR PERIOD	UNIT OF MEASURE				
163	Writing pad	A4 Counter Book Hard Cover 2 quire	100	1	book	containing	192	pages
164	Writing pad	A4 Exam Pad perforated and punched / feint and margin	100	1	Pad	containing	100	sheets
165	Office Equipment	Punch 2 hole heavy duty 100 sheets	10	1	Unit			
166	Office Equipment	Stapler heavy duty - uses nr 66 staples - can staple up to 100 sheets	10	1	Unit			
167	Office Equipment	Binding Machine Manual - 25 sheet punch capacity, 500 sheet binding capacity with a maximum comb size of 50mm	3	1	Unit			

NAME: _____

SIGNATURE: _____

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1	Adhesive	Clear adhesive (25ml)	50	1	Unit							
2	Adhesive	Glue Stick (20g-22g)	420	1	Unit							
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5	Adhesive	Prestik (100g) - or similar	120	1	Unit							
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7	Archive	Storage Box, 90x375x265mm	150	1	unit							
8	Battery	Battery Alkaline AA - 2 pack	30	1	Pack containing 2	batteries						
9	Battery	Battery Alkaline AAA - 2 pack	30	1	Pack containing 2	batteries						
10	Binding	Binding Covers Assorted Colours Frosted A4 180 Micron	10	1	Pack containing 100	sheets						
11	Binding	Binding Covers Clear Frosted A4 180 Micron	15	1	Pack containing 100	sheets						
12	Binding	Plastic binding Combs 12mm	10	1	box containing 100	ring binders						
13	Binding	Plastic binding Combs 16mm	10	1	box containing 100	ring binders						
14	Binding	Plastic binding Combs 20mm	10	1	box containing 100	ring binders						
15	Binding	Plastic binding Combs 25mm	10	1	box containing 50	ring binders						
16	Binding	Plastic binding Combs 38mm	10	1	box containing 50	ring binders						
17	Binding	Plastic binding Combs 51mm	10	1	box containing 50	ring binders						
18	Board	Cardboard A4 160gsm - assorted colors	20	1	Pack containing 100	sheets						
19	Board	Cardboard A4 160gsm - white	20	1	Pack containing 100	sheets						
20	Book	Shorthand Note Pad	40	1	Unit							
21	Calculator	Calculator Large Display 8 Digit	10	1	Unit							
22	Calculator	Calculator large tilt display 12 Digit	10	1	Unit							
23	Clips	Bulldog Clips 19mm Silver	75	1	Unit							
24	Clips	Bulldog Clips 32mm Silver	75	1	Unit							
25	Clips	Bulldog Clips 28mm Silver	75	1	Unit							
26	Clips	Bulldog Clips 50mm Silver	75	1	Unit							
27	Clips	Bulldog Clips 100mm Silver	75	1	Unit							
28	Clips	Fold back clip 19mm	100	1	Unit containing 12	clips						
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33	Correction fluid	Correction Pen metal Tip White (7ml)	100	1	Unit							
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36	Dividers	A4 Polyprop Dividers 10 tab rainbow	150	1	set							
37	Dividers	A4 Polyprop Dividers A - Z division	50	1	set							
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56	Fasteners	Binder Paper 76mm - split pin fastener	5	1	box	containing	100	binders					
57	Fasteners	File Fasteners - metal 80mm	100	1	box	containing	50	fastners					
58	Fasteners	Filing Laces/Treasury Tag 38mm	100	1	box	containing	100	laces					
59	Fasteners	Filing Laces/Treasury Tag 76mm	50	1	box	containing	100	laces					
60	Fasteners	Filing Laces/Treasury Tag 152mm	75	1	box	containing	100	laces					
61	Fasteners	Staple Remover - for removing No 26/6 staples	100	1	Unit								
62	Fasteners	Stapler metal Full Strip 26/6 - can staple up to 40 sheets	150	1	Unit								
63	Fasteners	Staples 26/6mm No56	200	1	box	containing	5000	staples					
64	Fasteners	Staples 66/11mm giant	25	1	box	containing	5000	staples					
65	Fasteners	Staples 9/12 5000 mm	25	1	box	containing	5000	staples					
66	Fasteners	Staples 66/8 5000	25	1	box	containing	5000	staples					
67	Fasteners	Staples 66/14mm giant	25	1	box	containing	5000	staples					
68	Filing	Display File A4 10 Pocket	45	1	Unit	containing	20	pockets					
69	Filing	Display File A4 20 Pocket	45	1	Unit	containing	20	pockets					
70	Filing	Lever Arch Board Files 70mm	1500	1	Unit								
71	Filing	A4 Design-A-File 70mm Lever Arch File	500	1	Unit								
72	Filing	Filing Sleeves A4 Multi Punch 50mic	200	1	Pack	containing	100	pockets					
73	Filing	Lever Arch File Storage Box (5 files - files not included)	25	1	box								
74	Filing	Quotation Folder A4 Economy	100	1	Unit								
75	Filing	Quotation Folder A4 (Create-A-Cover)	500	1	Unit								
76	Filing	Ring Binder A4 2D ring 25mm assorted colors	75	1	Unit								
77	Filing	Ring Binder A4 2D ring 40mm assorted colors	75	1	Unit								
78	Files	Suspension Files A4 assorted colors	250	1	box	containing	25	files					
79	Flip Chart	Flip Chart Paper bond 860mm x 610mm 50pages	5	1	pad	containing	50	pages					
80	Highlighter	Highlighter chisel tip 2-5mm - Assorted Colours	100	1	Unit								
81	Highlighter	Highlighter Set of 4 chisel tip 2-5mm - Assorted Colours	200	1	Pack	containing	4	highlighters					
82	Laminating	Laminating Pouches A4 150micron	10	1	box	containing	100	pouches					
83	Marker	Permanent Marker Bullet Point Assorted - Similar/equal to Artline 70	150	1	Unit								
84	Marker	Permanent Marker Fine Bullet Point assorted - Similar/equal to Artline 700	150	1	Unit								
85	Numbering machine	Numbering Machine 6 wheel	5	1	Unit								
86	Numbering machine	Numbering Machine Replacement ink Black	5	1	bottle	containing	25-30	ml					
87	Paper	Carbon Paper Blue A4	5	1	Pack	containing	10	sheets					
88	Paper	Copy Paper A3 80gsm White	100	1	box	containing	5	reams					
89	Paper	Copy Paper A4 80gsm White	2500	1	box	containing	5	reams					
90	Paper	Copy Paper A4 80gsm Green	25	1	Ream	containing	500	sheets					
91	Paper	Copy Paper A4 80gsm Pink	25	1	Ream	containing	500	sheets					
92	Paper	Copy Paper A4 80gsm Blue	25	1	Ream	containing	500	sheets					
93	Paper	Copy Paper A4 80gsm Yellow	25	1	Ream	containing	500	sheets					
94	Paper	Desk Cube Refill White 100mm x 100mm	50	1	Unit								
95	Pencil	Clutch Pencil 0.5mm	200	1	Unit								
96	Pencil	Pencil HB	100	1	Unit								
97	Pencil	Standard Refill Pencil Leads 0.5mm HB	50	1	tube	containing	12	leads					
98	Pens	Pen Ballpoint Medium Black with rubberised grip	600	1	Unit								
99	Pens	Pen Clic Ball pen medium Black/Blue/Red	700	1	Unit								
100	Pens	Gel pen - assorted colours (Similar to Pilot BL G2 - broad point)	500	1	Unit								
101	Pens	Pen Crystal Xtra Life Medium Black/Blue/Red	2000	1	Unit								
102	Pins	Drawing Pins Brass Solid Head	5	1	Box	containing	100	pins					
103	Pins	Push Pins assorted colors	5	1	Box	containing	30	pins					
104	Pins	Office Pins	5	1	Tub	containing	100	grams					
105	Post-It	Post It Flags Dispenser 25mmx43mm - Assorted - or similar	150	1	Pack	containing	50	flags					
106	Post-It	Post It Flags - Dispenser 25mmx43m - Sign Here - or similar	20	1	Pack	containing	50	flags					
107	Post-It	Post It Notes - mini notes 38mm x 50mm - or similar	30	1	Pack	containing	50	sheets					
108	Post-It	Post -it flags multipants - 11.9mmx43.2mm (flag arrows brights)	30	1	Pack	containing	50	sheets					

COMPANY NAME

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LIMPOPO
MPUMALANGA

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NO	SUB CATEGORY	ITEM	ESTIMATED NEED OVER 3 YEAR PERIOD	UNIT OF MEASURE					YEAR 1 UNIT PRICE (inc VAT and all other costs)	YEAR 2 UNIT PRICE (inc VAT and all other costs)	YEAR 3 UNIT PRICE (inc VAT and all other costs)	YEAR 1 UNIT PRICE (inc VAT and all other costs)	YEAR 2 UNIT PRICE (inc VAT and all other costs)	YEAR 3 UNIT PRICE (inc VAT and all other costs)
109	Post-it	Post It Notes 76mm x 76mm - yellow - or similar	30	1	Pack	containing	100	sheets						
110	Post-it	Post It Notes 75mm x 130mm - yellow - or similar	30	1	Pack	containing	100	sheets						
111	Punch	Punch 2 hole medium 25 sheet	150	1	Unit									
112	Punch	Punch 2 hole heavy 40 sheet	50	1	Unit									
113	Punch	Ring Reinforcements White	10	1	box	containing	250	rings						
114	Rubber bands	Rubber bands No 12 (1.5mmx42mm)	10	1	box	containing	100	grams						
115	Rubber bands	Rubber bands No 32 (3mmx75mm)	15	1	box	containing	100	grams						
116	Rubber bands	Rubber bands No 64 (5mmx90mm)	10	1	box	containing	100	grams						
117	Rubber bands	Rubber bands No 69 (5mmx150mm)	25	1	box	containing	100	grams						
118	Rubber bands	Rubber bands No 8 (1.5mmx22mm)	5	1	box	containing	100	grams						
119	Scissors	Scissors - office scissors 20cm	200	1	Unit									
120	Sharpener	Pencil Sharpener 1 hole Metal	45	1	Unit									
121	Stamp	Stamp Ink Black/Blue/Red	50	1	bottle	containing	30	ml						
122	Stamp	Stamp Pad 70mm x 110mm	15	1	Unit									
123	Stamp	Stamp Self Inking - Cancelled	5	1	Unit									
124	Stamp	Stamp Self Inking - Dater	5	1	Unit									
125	Stamp	Stamp Self Inking - Paid	5	1	Unit									
126	Stamp	Stamp Self Inking - Received	5	1	Unit									
127	Stamp	Stamp Self Inking - Urgent	5	1	Unit									
128	Stamp	Stamp - Date Stamp (similar/equal to Trodat 5460) inc wording	10	1	Unit									
129	Sundry	Clipboard Masonite Metal Clip	5	1	Unit									
130	Sundry	Shredder oil 250ml	20	1	bottle	containing	250	ml						
131	Sundry	Desk Cube Holder 100 x 100 x 100mm - assorted colors	30	1	Unit									
132	Sundry	Desk Tidy Tube	45	1	Unit									
133	Sundry	Finger Cone Size 1	25	1	Unit									
134	Sundry	Laser Pointer	5	1	Unit									
135	Sundry	Letter Opener Metal	10	1	Unit									
136	Sundry	Paper Clip Dispenser Plastic Magnetic	10	1	Unit									
137	Sundry	Plastic Spike	5	1	Unit									
138	Sundry	Ready Sorter Board	5	1	Unit									
139	Sundry	Ruler 30cm Plastic	10	1	Unit									
140	Tape	Legal Tape Pink Cotton 6mx20M	10	1	roll									
141	Tape	Masking Tape 24mmx40m	50	1	roll									
142	Tape	Masking Tape 48mmx40m	30	1	roll									
143	Tape	Packaging Tape Brown/Buf 48mmx100m	100	1	roll									
144	Tape	Packaging Tape Clear 48mmx100m	30	1	roll									
145	Tape	Sellotape/Magic Tape 12mm x 25m	150	1	roll									
146	Tape	TZ121 9mm Black/Clear	5	1	Unit									
147	Tape	TZ221 9mm Black/White	5	1	Unit									
148	Tape	TZ621 9mm Black/Yellow	5	1	Unit									
149	Tape	TZ131 12mm Black/Clear	5	1	Unit									
150	Tape	TZ231 12mm Black/White	5	1	Unit									
151	Tape	TZ631 12mm Black/Yellow	5	1	Unit									
152	Tape	TZ151 24mm Black/Clear	5	1	Unit									
153	Tape	TZ251 24mm Black/White	5	1	Unit									
154	Tape	TZ651 24mm Black/Yellow	5	1	Unit									
155	Twine	Twine Cotton - 100g Thin	15	1	roll									
156	Twine	Twine Cotton - 500g Thick	15	1	roll									
157	USB	Memory Stick 32gb	50	1	Unit									
158	USB	Memory Stick 64gb	50	1	Unit									
159	USB	Memory Stick 128gb	100	1	Unit									
160	Whiteboard	Whiteboard Cleaner 237ml spray bottle	15	1	bottle	containing	237	ml						
161	Whiteboard	Whiteboard Eraser - Magnetic	10	1	Unit									
162	Whiteboard	Whiteboard Marker Bullet Point Assorted Colors	75	1	Unit									

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YEAR 1 UNIT PRICE (inc VAT and all other costs)	YEAR 2 UNIT PRICE (inc VAT and all other costs)	YEAR 3 UNIT PRICE (inc VAT and all other costs)	YEAR 1 UNIT PRICE (inc VAT and all other costs)	YEAR 2 UNIT PRICE (inc VAT and all other costs)	YEAR 3 UNIT PRICE (inc VAT and all other costs)

NO	SUB CATEGORY	ITEM	ESTIMATED NEED OVER 3 YEAR PERIOD	UNIT OF MEASURE					YEAR 1 UNIT PRICE (inc VAT and all other costs)	YEAR 2 UNIT PRICE (inc VAT and all other costs)	YEAR 3 UNIT PRICE (inc VAT and all other costs)
163	Writing pad	A4 Counter Book Hard Cover 2 quire	100	1	book	containing	192	pages			
164	Writing pad	A4 Exam Pad perforated and punched / feint and margin	100	1	Pad	containing	100	sheets			
165	Office Equipment	Punch 2 hole heavy duty 100 sheets	10	1	Unit						
166	Office Equipment	Stapler heavy duty - uses nr 66 staples - can staple up to 100 sheets	10	1	Unit						
167	Office Equipment	Binding Machine Manual - 25 sheet punch capacity, 500 sheet binding capacity with a maximum comb size of 50mm	3	1	Unit						

NAME: _____

SIGNATURE: _____

DATE: _____

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FREE STATE
 KWA-ZULU NATAL
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NO	SUB CATEGORY	ITEM	ESTIMATED NEED OVER 3 YEAR PERIOD	UNIT OF MEASURE			YEAR 1	YEAR 2	YEAR 3	YEAR 1	YEAR 2	YEAR 3
							UNIT PRICE (inc VAT and all other costs)	UNIT PRICE (inc VAT and all other costs)	UNIT PRICE (inc VAT and all other costs)	UNIT PRICE (inc VAT and all other costs)	UNIT PRICE (inc VAT and all other costs)	UNIT PRICE (inc VAT and all other costs)
1	Adhesive	Clear adhesive (25ml)	50	1	Unit							
2	Adhesive	Glue Stick (20g-22g)	420	1	Unit							
3	Adhesive	Glue Stick (35g-43g)	450	1	Unit							
4	Adhesive	Clear decifix roll 45cmx5m	450	1	Unit							
5	Adhesive	Prestik (100g) - or similar	120	1	Unit							
6	Archive	Storage Box 252x370x305mm	75	1	Unit							
7	Archive	Storage Box, 90x375x265mm	150	1	unit							
8	Battery	Battery Alkaline AA - 2 pack	30	1	Pack	containing	2	batteries				
9	Battery	Battery Alkaline AAA - 2 pack	30	1	Pack	containing	2	batteries				
10	Binding	Binding Covers Assorted Colours Frosted A4 180 Micron	10	1	Pack	containing	100	sheets				
11	Binding	Binding Covers Clear Frosted A4 180 Micron	15	1	Pack	containing	100	sheets				
12	Binding	Plastic binding Combs 12mm	10	1	box	containing	100	ring binders				
13	Binding	Plastic binding Combs 16mm	10	1	box	containing	100	ring binders				
14	Binding	Plastic binding Combs 20mm	10	1	box	containing	100	ring binders				
15	Binding	Plastic binding Combs 25mm	10	1	box	containing	50	ring binders				
16	Binding	Plastic binding Combs 38mm	10	1	box	containing	50	ring binders				
17	Binding	Plastic binding Combs 51mm	10	1	box	containing	50	ring binders				
18	Board	Cardboard A4 160gsm - assorted colors	20	1	Pack	containing	100	sheets				
19	Board	Cardboard A4 160gsm - white	20	1	Pack	containing	100	sheets				
20	Book	Shorthand Note Pad	40	1	Unit							
21	Calculator	Calculator Large Display 8 Digit	10	1	Unit							
22	Calculator	Calculator large tilt display 12 Digit	10	1	Unit							
23	Clips	Bulldog Clips 19mm Silver	75	1	Unit							
24	Clips	Bulldog Clips 32mm Silver	75	1	Unit							
25	Clips	Bulldog Clips 28mm Silver	75	1	Unit							
26	Clips	Bulldog Clips 50mm Silver	75	1	Unit							
27	Clips	Bulldog Clips 100mm Silver	75	1	Unit							
28	Clips	Fold back clip 19mm	100	1	Unit	containing	12	clips				
29	Clips	Fold back clip 32mm	100	1	Unit	containing	12	clips				
30	Clips	Fold back clip 50mm	100	1	Unit	containing	12	clips				
31	Clips	Paper Clips 33mm Assorted Colors	500	1	box	containing	100	paper clips				
32	Clips	Paper Clips 78mm Giant Wavy Silver	25	1	box	containing	50	paper clips				
33	Correction fluid	Correction Pen metal Tip White (7ml)	100	1	Unit							
34	Correction fluid	Correction Tape 5m x 5mm White	50	1	Unit							
35	Dividers	A4 Polyprop Dividers numbered 1 - 31	150	1	set							
36	Dividers	A4 Polyprop Dividers 10 tab rainbow	150	1	set							
37	Dividers	A4 Polyprop Dividers A - Z division	50	1	set							
38	Dividers	A4 Polyprop Dividers Jan - Dec rainbow	10	1	set							
39	Electric adapter	Extension lead 10m	15	1	Unit							
40	Electric adapter	Extension lead 5m	20	1	Unit							
41	Electric adapter	Multiplug switched 0.5m Cord - 4 x 16A + 4 x 5A Euro	15	1	Unit							
42	Envelope	Envelope C4 Manilla 324x229mm Self Seal	10	1	box	containing	250	envelopes				
43	Envelope	Envelope C5 Manilla 229x162mm Self Seal	10	1	box	containing	500	envelopes				
44	Envelope	Envelope C5 White 229x162mm Self Seal	10	1	box	containing	500	envelopes				
45	Envelope	Envelope Manilla Window Self Seal 110x220mm	10	1	box	containing	500	envelopes				
46	Envelope	Envelope White Plain 115x230mm Self Seal	20	1	box	containing	500	envelopes				
47	Envelope	Envelopes C4 White 324 x 220mm Self Seal	10	1	box	containing	250	envelopes				
48	Envelope	Envelopes Window White Self Seal	10	1	box	containing	500	envelopes				
49	Eraser	Eraser +- 65mmx22mmx12mm	150	1	Unit							
50	Fasteners	Binder Paper 13mm - split pin fastener	15	1	box	containing	100	binders				
51	Fasteners	Binder Paper 19mm - split pin fastener	15	1	box	containing	100	binders				
52	Fasteners	Binder Paper 25mm - split pin fastener	15	1	box	containing	100	binders				
53	Fasteners	Binder Paper 32mm - split pin fastener	15	1	box	containing	100	binders				
54	Fasteners	Binder Paper 38mm - split pin fastener	15	1	box	containing	100	binders				

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55	Fasteners	Binder Paper 51mm - split pin fastener	25	1	box	containing	100	binders						
56	Fasteners	Binder Paper 76mm - split pin fastener	5	1	box	containing	100	binders						
57	Fasteners	File Fasteners - metal 80mm	100	1	box	containing	50	fasteners						
58	Fasteners	Filing Laces/Treasury Tag 38mm	100	1	box	containing	100	laces						
59	Fasteners	Filing Laces/Treasury Tag 76mm	50	1	box	containing	100	laces						
60	Fasteners	Filing Laces/Treasury Tag 152mm	75	1	box	containing	100	laces						
61	Fasteners	Staple Remover - for removing No 26/6 staples	100	1	Unit									
62	Fasteners	Stapler metal Full Strip 26/6 - can staple up to 40 sheets	150	1	Unit									
63	Fasteners	Staples 26/6mm No56	200	1	box	containing	5000	staples						
64	Fasteners	Staples 66/11mm giant	25	1	box	containing	5000	staples						
65	Fasteners	Staples 9/12 5000 mm	25	1	box	containing	5000	staples						
66	Fasteners	Staples 66/8 5000	25	1	box	containing	5000	staples						
67	Fasteners	Staples 66/14mm giant	25	1	box	containing	5000	staples						
68	Filing	Display File A4 10 Pocket	45	1	Unit	containing	20	pockets						
69	Filing	Display File A4 20 Pocket	45	1	Unit	containing	20	pockets						
70	Filing	Lever Arch Board Files 70mm	1500	1	Unit									
71	Filing	A4 Design-A-File 70mm Lever Arch File	500	1	Unit									
72	Filing	Filing Sleeves A4 Multi Punch 50mic	200	1	Pack	containing	100	pockets						
73	Filing	Lever Arch File Storage Box (5 files - files not included)	25	1	box									
74	Filing	Quotation Folder A4 Economy	100	1	Unit									
75	Filing	Quotation Folder A4 (Create-A-Cover)	500	1	Unit									
76	Filing	Ring Binder A4 2D ring 25mm assorted colors	75	1	Unit									
77	Filing	Ring Binder A4 2D ring 40mm assorted colors	75	1	Unit									
78	Files	Suspension Files A4 assorted colors	250	1	box	containing	25	files						
79	Flip Chart	Flip Chart Paper bond 860mm x 610mm 50pages	5	1	pad	containing	50	pages						
80	Highlighter	Highlighter chisel tip 2-5mm - Assorted Colours	100	1	Unit									
81	Highlighter	Highlighter Set of 4 chisel tip 2-5mm - Assorted Colours	200	1	Pack	containing	4	highlighters						
82	Laminating	Laminating Pouches A4 150micron	10	1	box	containing	100	pouches						
83	Marker	Permanent Marker Bullet Point Assorted - Similar/equal to Artline 70	150	1	Unit									
84	Marker	Permanent Marker Fine Bullet Point assorted - Similar/equal to Artline 700	150	1	Unit									
85	Numbering machine	Numbering Machine 6 wheel	5	1	Unit									
86	Numbering machine	Numbering Machine Replacement ink Black	5	1	bottle	containing	25-30	ml						
87	Paper	Carbon Paper Blue A4	5	1	Pack	containing	10	sheets						
88	Paper	Copy Paper A3 80gsm White	100	1	box	containing	5	reams						
89	Paper	Copy Paper A4 80gsm White	2500	1	box	containing	5	reams						
90	Paper	Copy Paper A4 80gsm Green	25	1	Ream	containing	500	sheets						
91	Paper	Copy Paper A4 80gsm Pink	25	1	Ream	containing	500	sheets						
92	Paper	Copy Paper A4 80gsm Blue	25	1	Ream	containing	500	sheets						
93	Paper	Copy Paper A4 80gsm Yellow	25	1	Ream	containing	500	sheets						
94	Paper	Desk Cube Refill White 100mm x 100mm	50	1	Unit									
95	Pencil	Clutch Pencil 0.5mm	200	1	Unit									
96	Pencil	Pencil HB	100	1	Unit									
97	Pencil	Standard Refill Pencil Leads 0.5mm HB	50	1	tube	containing	12	leads						
98	Pens	Pen Ballpoint Medium Black with rubberised grip	600	1	Unit									
99	Pens	Pen Clic Ball pen medium Black/Blue/Red	700	1	Unit									
100	Pens	Gel pen - assorted colours (Similar to Pilot BL G2 - broad point)	500	1	Unit									
101	Pens	Pen Crystal Xtra Life Medium Black/Blue/Red	2000	1	Unit									
102	Pins	Drawing Pins Brass Solid Head	5	1	Box	containing	100	pins						
103	Pins	Push Pins assorted colors	5	1	Box	containing	30	pins						
104	Pins	Office Pins	5	1	Tub	containing	100	grams						
105	Post-It	Post It Flags Dispenser 25mmx43mm - Assorted - or similar	150	1	Pack	containing	50	flags						
106	Post-It	Post It Flags - Dispenser 25mmx43m - Sign Here - or similar	20	1	Pack	containing	50	flags						
107	Post-It	Post It Notes - mini notes 38mm x 50mm - or similar	30	1	Pack	containing	50	sheets						
108	Post-It	Post -it flags multipants - 11.9mmx43.2mm (flag arrows brights)	30	1	Pack	containing	50	sheets						

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				Pack	containing	100	sheets	ml						
109	Post-it	Post It Notes 76mm x 76mm - yellow - or similar	30	1	Pack	containing	100	sheets						
110	Post-it	Post It Notes 75mm x 130mm - yellow - or similar	30	1	Pack	containing	100	sheets						
111	Punch	Punch 2 hole medium 25 sheet	150	1	Unit									
112	Punch	Punch 2 hole heavy 40 sheet	50	1	Unit									
113	Punch	Ring Reinforcements White	10	1	box	containing	250	rings						
114	Rubber bands	Rubber bands No 12 (1.5mmx42mm)	10	1	box	containing	100	grams						
115	Rubber bands	Rubber bands No 32 (3mmx75mm)	15	1	box	containing	100	grams						
116	Rubber bands	Rubber bands No 64 (5mmx90mm)	10	1	box	containing	100	grams						
117	Rubber bands	Rubber bands No 69 (5mmx150mm)	25	1	box	containing	100	grams						
118	Rubber bands	Rubber bands No 8 (1.5mmx22mm)	5	1	box	containing	100	grams						
119	Scissors	Scissors - office scissors 20cm	200	1	Unit									
120	Sharpener	Pencil Sharpener 1 hole Metal	45	1	Unit									
121	Stamp	Stamp Ink Black/Blue/Red	50	1	bottle	containing	30	ml						
122	Stamp	Stamp Pad 70mm x 110mm	15	1	Unit									
123	Stamp	Stamp Self Inking - Cancelled	5	1	Unit									
124	Stamp	Stamp Self Inking - Dater	5	1	Unit									
125	Stamp	Stamp Self Inking - Paid	5	1	Unit									
126	Stamp	Stamp Self Inking - Received	5	1	Unit									
127	Stamp	Stamp Self Inking - Urgent	5	1	Unit									
128	Stamp	Stamp - Date Stamp (similar/equal to Trodat 5460) inc wording	10	1	Unit									
129	Sundry	Clipboard Masonite Metal Clip	5	1	Unit									
130	Sundry	Shredder oil 250ml	20	1	bottle	containing	250	ml						
131	Sundry	Desk Cube Holder 100 x 100 x 100mm - assorted colors	30	1	Unit									
132	Sundry	Desk Tidy Tube	45	1	Unit									
133	Sundry	Finger Cone Size 1	25	1	Unit									
134	Sundry	Laser Pointer	5	1	Unit									
135	Sundry	Letter Opener Metal	10	1	Unit									
136	Sundry	Paper Clip Dispenser Plastic Magnetic	10	1	Unit									
137	Sundry	Plastic Spike	5	1	Unit									
138	Sundry	Ready Sorter Board	5	1	Unit									
139	Sundry	Ruler 30cm Plastic	10	1	Unit									
140	Tape	Legal Tape Pink Cotton 6mx20M	10	1	roll									
141	Tape	Masking Tape 24mmx40m	50	1	roll									
142	Tape	Masking Tape 48mmx40m	30	1	roll									
143	Tape	Packaging Tape Brown/Buf 48mmx100m	100	1	roll									
144	Tape	Packaging Tape Clear 48mmx100m	30	1	roll									
145	Tape	Sellotape/Magic Tape 12mm x 25m	150	1	roll									
146	Tape	TZ121 9mm Black/Clear	5	1	Unit									
147	Tape	TZ221 9mm Black/White	5	1	Unit									
148	Tape	TZ621 9mm Black/Yellow	5	1	Unit									
149	Tape	TZ131 12mm Black/Clear	5	1	Unit									
150	Tape	TZ231 12mm Black/White	5	1	Unit									
151	Tape	TZ631 12mm Black/Yellow	5	1	Unit									
152	Tape	TZ151 24mm Black/Clear	5	1	Unit									
153	Tape	TZ251 24mm Black/White	5	1	Unit									
154	Tape	TZ651 24mm Black/Yellow	5	1	Unit									
155	Twine	Twine Cotton - 100g Thin	15	1	roll									
156	Twine	Twine Cotton - 500g Thick	15	1	roll									
157	USB	Memory Stick 32gb	50	1	Unit									
158	USB	Memory Stick 64gb	50	1	Unit									
159	USB	Memory Stick 128gb	100	1	Unit									
160	Whiteboard	Whiteboard Cleaner 237ml spray bottle	15	1	bottle	containing	237	ml						
161	Whiteboard	Whiteboard Eraser - Magnetic	10	1	Unit									
162	Whiteboard	Whiteboard Marker Bullet Point Assorted Colors	75	1	Unit									

COMPANY NAME

NOTE - WHERE SUPPLIERS CHOOSE TO SUBMIT PRICING FOR A PROVINCE THEY ARE REQUIRED TO QUOTE ON EVERY ITEM FOR THAT PROVINCE. SUPPLIERS MUST QUOTE ON AT LEAST ONE (1) PROVINCE AND MAY ALSO QUOTE ON ANY NUMBER OF PROVINCES AS WELL AS FOR ALL NINE (9) PROVINCES

FREE STATE			KWA-ZULU NATAL		
IF YOU CAN READ THIS MESSAGE YOU HAVE NOT PROVIDED A PRICE ON ALL ITEMS FOR THIS PROVINCE. PLEASE CHECK THE TABLE CAREFULLY AND CORRECT ANY ERRORS			IF YOU CAN READ THIS MESSAGE YOU HAVE NOT PROVIDED A PRICE ON ALL ITEMS FOR THIS PROVINCE. PLEASE CHECK THE TABLE CAREFULLY AND CORRECT ANY ERRORS		
YEAR 1 UNIT PRICE (inc VAT and all other costs)	YEAR 2 UNIT PRICE (inc VAT and all other costs)	YEAR 3 UNIT PRICE (inc VAT and all other costs)	YEAR 1 UNIT PRICE (inc VAT and all other costs)	YEAR 2 UNIT PRICE (inc VAT and all other costs)	YEAR 3 UNIT PRICE (inc VAT and all other costs)

NO	SUB CATEGORY	ITEM	ESTIMATED NEED OVER 3 YEAR PERIOD	UNIT OF MEASURE				YEAR 1 UNIT PRICE (inc VAT and all other costs)	YEAR 2 UNIT PRICE (inc VAT and all other costs)	YEAR 3 UNIT PRICE (inc VAT and all other costs)	
163	Writing pad	A4 Counter Book Hard Cover 2 quire	100	1	book	containing	192	pages			
164	Writing pad	A4 Exam Pad perforated and punched / feint and margin	100	1	Pad	containing	100	sheets			
165	Office Equipment	Punch 2 hole heavy duty 100 sheets	10	1	Unit						
166	Office Equipment	Stapler heavy duty - uses nr 66 staples - can staple up to 100 sheets	10	1	Unit						
167	Office Equipment	Binding Machine Manual - 25 sheet punch capacity, 500 sheet binding capacity with a maximum comb size of 50mm	3	1	Unit						

NAME: _____

SIGNATURE: _____

DATE: _____

COMPANY NAME

NOTE - WHERE SUPPLIERS CHOOSE TO SUBMIT PRICING FOR A PROVINCE THEY ARE REQUIRED TO QUOTE ON EVERY ITEM FOR THAT PROVINCE. SUPPLIERS MUST QUOTE ON AT LEAST ONE (1) PROVINCE AND MAY ALSO QUOTE ON ANY NUMBER OF PROVINCES AS WELL AS FOR ALL NINE (9) PROVINCES

EASTERN CAPE	NORTHERN CAPE
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NO	SUB CATEGORY	ITEM	ESTIMATED NEED OVER 3 YEAR PERIOD	UNIT OF MEASURE			YEAR 1	YEAR 2	YEAR 3	YEAR 1	YEAR 2	YEAR 3
							UNIT PRICE (inc VAT and all other costs)	UNIT PRICE (inc VAT and all other costs)	UNIT PRICE (inc VAT and all other costs)	UNIT PRICE (inc VAT and all other costs)	UNIT PRICE (inc VAT and all other costs)	UNIT PRICE (inc VAT and all other costs)
1	Adhesive	Clear adhesive (25ml)	50	1	Unit							
2	Adhesive	Glue Stick (20g-22g)	420	1	Unit							
3	Adhesive	Glue Stick (35g-43g)	450	1	Unit							
4	Adhesive	Clear decifix roll 45cmx5m	450	1	Unit							
5	Adhesive	Prestik (100g) - or similar	120	1	Unit							
6	Archive	Storage Box 252x370x305mm	75	1	Unit							
7	Archive	Storage Box, 90x375x265mm	150	1	unit							
8	Battery	Battery Alkaline AA - 2 pack	30	1	Pack	containing	2	batteries				
9	Battery	Battery Alkaline AAA - 2 pack	30	1	Pack	containing	2	batteries				
10	Binding	Binding Covers Assorted Colours Frosted A4 180 Micron	10	1	Pack	containing	100	sheets				
11	Binding	Binding Covers Clear Frosted A4 180 Micron	15	1	Pack	containing	100	sheets				
12	Binding	Plastic binding Combs 12mm	10	1	box	containing	100	ring binders				
13	Binding	Plastic binding Combs 16mm	10	1	box	containing	100	ring binders				
14	Binding	Plastic binding Combs 20mm	10	1	box	containing	100	ring binders				
15	Binding	Plastic binding Combs 25mm	10	1	box	containing	50	ring binders				
16	Binding	Plastic binding Combs 38mm	10	1	box	containing	50	ring binders				
17	Binding	Plastic binding Combs 51mm	10	1	box	containing	50	ring binders				
18	Board	Cardboard A4 160gsm - assorted colors	20	1	Pack	containing	100	sheets				
19	Board	Cardboard A4 160gsm - white	20	1	Pack	containing	100	sheets				
20	Book	Shorthand Note Pad	40	1	Unit							
21	Calculator	Calculator Large Display 8 Digit	10	1	Unit							
22	Calculator	Calculator large tilt display 12 Digit	10	1	Unit							
23	Clips	Bulldog Clips 19mm Silver	75	1	Unit							
24	Clips	Bulldog Clips 32mm Silver	75	1	Unit							
25	Clips	Bulldog Clips 28mm Silver	75	1	Unit							
26	Clips	Bulldog Clips 50mm Silver	75	1	Unit							
27	Clips	Bulldog Clips 100mm Silver	75	1	Unit							
28	Clips	Fold back clip 19mm	100	1	Unit	containing	12	clips				
29	Clips	Fold back clip 32mm	100	1	Unit	containing	12	clips				
30	Clips	Fold back clip 50mm	100	1	Unit	containing	12	clips				
31	Clips	Paper Clips 33mm Assorted Colors	500	1	box	containing	100	paper clips				
32	Clips	Paper Clips 78mm Giant Wavy Silver	25	1	box	containing	50	paper clips				
33	Correction fluid	Correction Pen metal Tip White (7ml)	100	1	Unit							
34	Correction fluid	Correction Tape 5m x 5mm White	50	1	Unit							
35	Dividers	A4 Polyprop Dividers numbered 1 - 31	150	1	set							
36	Dividers	A4 Polyprop Dividers 10 tab rainbow	150	1	set							
37	Dividers	A4 Polyprop Dividers A - Z division	50	1	set							
38	Dividers	A4 Polyprop Dividers Jan - Dec rainbow	10	1	set							
39	Electric adapter	Extension lead 10m	15	1	Unit							
40	Electric adapter	Extension lead 5m	20	1	Unit							
41	Electric adapter	Multiplug switched 0.5m Cord - 4 x 16A + 4 x 5A Euro	15	1	Unit							
42	Envelope	Envelope C4 Manilla 324x229mm Self Seal	10	1	box	containing	250	envelopes				
43	Envelope	Envelope C5 Manilla 229x162mm Self Seal	10	1	box	containing	500	envelopes				
44	Envelope	Envelope C5 White 229x162mm Self Seal	10	1	box	containing	500	envelopes				
45	Envelope	Envelope Manilla Window Self Seal 110x220mm	10	1	box	containing	500	envelopes				
46	Envelope	Envelope White Plain 115x230mm Self Seal	20	1	box	containing	500	envelopes				
47	Envelope	Envelopes C4 White 324 x 220mm Self Seal	10	1	box	containing	250	envelopes				
48	Envelope	Envelopes Window White Self Seal	10	1	box	containing	500	envelopes				
49	Eraser	Eraser +- 65mmx22mmx12mm	150	1	Unit							
50	Fasteners	Binder Paper 13mm - split pin fastener	15	1	box	containing	100	binders				
51	Fasteners	Binder Paper 19mm - split pin fastener	15	1	box	containing	100	binders				
52	Fasteners	Binder Paper 25mm - split pin fastener	15	1	box	containing	100	binders				
53	Fasteners	Binder Paper 32mm - split pin fastener	15	1	box	containing	100	binders				
54	Fasteners	Binder Paper 38mm - split pin fastener	15	1	box	containing	100	binders				

COMPANY NAME

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EASTERN CAPE
NORTHERN CAPE

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55	Fasteners	Binder Paper 51mm - split pin fastener	25	1	box	containing	100	binders						
56	Fasteners	Binder Paper 76mm - split pin fastener	5	1	box	containing	100	binders						
57	Fasteners	File Fasteners - metal 80mm	100	1	box	containing	50	fasteners						
58	Fasteners	Filing Laces/Treasury Tag 38mm	100	1	box	containing	100	laces						
59	Fasteners	Filing Laces/Treasury Tag 76mm	50	1	box	containing	100	laces						
60	Fasteners	Filing Laces/Treasury Tag 152mm	75	1	box	containing	100	laces						
61	Fasteners	Staple Remover - for removing No 26/6 staples	100	1	Unit									
62	Fasteners	Stapler metal Full Strip 26/6 - can staple up to 40 sheets	150	1	Unit									
63	Fasteners	Staples 26/6mm No56	200	1	box	containing	5000	staples						
64	Fasteners	Staples 66/11mm giant	25	1	box	containing	5000	staples						
65	Fasteners	Staples 9/12 5000 mm	25	1	box	containing	5000	staples						
66	Fasteners	Staples 66/8 5000	25	1	box	containing	5000	staples						
67	Fasteners	Staples 66/14mm giant	25	1	box	containing	5000	staples						
68	Filing	Display File A4 10 Pocket	45	1	Unit	containing	20	pockets						
69	Filing	Display File A4 20 Pocket	45	1	Unit	containing	20	pockets						
70	Filing	Lever Arch Board Files 70mm	1500	1	Unit									
71	Filing	A4 Design-A-File 70mm Lever Arch File	500	1	Unit									
72	Filing	Filing Sleeves A4 Multi Punch 50mic	200	1	Pack	containing	100	pockets						
73	Filing	Lever Arch File Storage Box (5 files - files not included)	25	1	box									
74	Filing	Quotation Folder A4 Economy	100	1	Unit									
75	Filing	Quotation Folder A4 (Create-A-Cover)	500	1	Unit									
76	Filing	Ring Binder A4 2D ring 25mm assorted colors	75	1	Unit									
77	Filing	Ring Binder A4 2D ring 40mm assorted colors	75	1	Unit									
78	Files	Suspension Files A4 assorted colors	250	1	box	containing	25	files						
79	Flip Chart	Flip Chart Paper bond 860mm x 610mm 50pages	5	1	pad	containing	50	pages						
80	Highlighter	Highlighter chisel tip 2-5mm - Assorted Colours	100	1	Unit									
81	Highlighter	Highlighter Set of 4 chisel tip 2-5mm - Assorted Colours	200	1	Pack	containing	4	highlighters						
82	Laminating	Laminating Pouches A4 150micron	10	1	box	containing	100	pouches						
83	Marker	Permanent Marker Bullet Point Assorted - Similar/equal to Artline 70	150	1	Unit									
84	Marker	Permanent Marker Fine Bullet Point assorted - Similar/equal to Artline 700	150	1	Unit									
85	Numbering machine	Numbering Machine 6 wheel	5	1	Unit									
86	Numbering machine	Numbering Machine Replacement ink Black	5	1	bottle	containing	25-30	ml						
87	Paper	Carbon Paper Blue A4	5	1	Pack	containing	10	sheets						
88	Paper	Copy Paper A3 80gsm White	100	1	box	containing	5	reams						
89	Paper	Copy Paper A4 80gsm White	2500	1	box	containing	5	reams						
90	Paper	Copy Paper A4 80gsm Green	25	1	Ream	containing	500	sheets						
91	Paper	Copy Paper A4 80gsm Pink	25	1	Ream	containing	500	sheets						
92	Paper	Copy Paper A4 80gsm Blue	25	1	Ream	containing	500	sheets						
93	Paper	Copy Paper A4 80gsm Yellow	25	1	Ream	containing	500	sheets						
94	Paper	Desk Cube Refill White 100mm x 100mm	50	1	Unit									
95	Pencil	Clutch Pencil 0.5mm	200	1	Unit									
96	Pencil	Pencil HB	100	1	Unit									
97	Pencil	Standard Refill Pencil Leads 0.5mm HB	50	1	tube	containing	12	leads						
98	Pens	Pen Ballpoint Medium Black with rubberised grip	600	1	Unit									
99	Pens	Pen Clic Ball pen medium Black/Blue/Red	700	1	Unit									
100	Pens	Gel pen - assorted colours (Similar to Pilot BL G2 - broad point)	500	1	Unit									
101	Pens	Pen Crystal Xtra Life Medium Black/Blue/Red	2000	1	Unit									
102	Pins	Drawing Pins Brass Solid Head	5	1	Box	containing	100	pins						
103	Pins	Push Pins assorted colors	5	1	Box	containing	30	pins						
104	Pins	Office Pins	5	1	Tub	containing	100	grams						
105	Post-It	Post It Flags Dispenser 25mmx43mm - Assorted - or similar	150	1	Pack	containing	50	flags						
106	Post-It	Post It Flags - Dispenser 25mmx43m - Sign Here - or similar	20	1	Pack	containing	50	flags						
107	Post-It	Post It Notes - mini notes 38mm x 50mm - or similar	30	1	Pack	containing	50	sheets						
108	Post-It	Post -it flags multipants - 11.9mmx43.2mm (flag arrows brights)	30	1	Pack	containing	50	sheets						

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109	Post-it	Post It Notes 76mm x 76mm - yellow - or similar	30	1	Pack	containing	100	sheets						
110	Post-it	Post It Notes 75mm x 130mm - yellow - or similar	30	1	Pack	containing	100	sheets						
111	Punch	Punch 2 hole medium 25 sheet	150	1	Unit									
112	Punch	Punch 2 hole heavy 40 sheet	50	1	Unit									
113	Punch	Ring Reinforcements White	10	1	box	containing	250	rings						
114	Rubber bands	Rubber bands No 12 (1.5mmx42mm)	10	1	box	containing	100	grams						
115	Rubber bands	Rubber bands No 32 (3mmx75mm)	15	1	box	containing	100	grams						
116	Rubber bands	Rubber bands No 64 (5mmx90mm)	10	1	box	containing	100	grams						
117	Rubber bands	Rubber bands No 69 (5mmx150mm)	25	1	box	containing	100	grams						
118	Rubber bands	Rubber bands No 8 (1.5mmx22mm)	5	1	box	containing	100	grams						
119	Scissors	Scissors - office scissors 20cm	200	1	Unit									
120	Sharpener	Pencil Sharpener 1 hole Metal	45	1	Unit									
121	Stamp	Stamp Ink Black/Blue/Red	50	1	bottle	containing	30	ml						
122	Stamp	Stamp Pad 70mm x 110mm	15	1	Unit									
123	Stamp	Stamp Self Inking - Cancelled	5	1	Unit									
124	Stamp	Stamp Self Inking - Dater	5	1	Unit									
125	Stamp	Stamp Self Inking - Paid	5	1	Unit									
126	Stamp	Stamp Self Inking - Received	5	1	Unit									
127	Stamp	Stamp Self Inking - Urgent	5	1	Unit									
128	Stamp	Stamp - Date Stamp (similar/equal to Trodat 5460) inc wording	10	1	Unit									
129	Sundry	Clipboard Masonite Metal Clip	5	1	Unit									
130	Sundry	Shredder oil 250ml	20	1	bottle	containing	250	ml						
131	Sundry	Desk Cube Holder 100 x 100 x 100mm - assorted colors	30	1	Unit									
132	Sundry	Desk Tidy Tube	45	1	Unit									
133	Sundry	Finger Cone Size 1	25	1	Unit									
134	Sundry	Laser Pointer	5	1	Unit									
135	Sundry	Letter Opener Metal	10	1	Unit									
136	Sundry	Paper Clip Dispenser Plastic Magnetic	10	1	Unit									
137	Sundry	Plastic Spike	5	1	Unit									
138	Sundry	Ready Sorter Board	5	1	Unit									
139	Sundry	Ruler 30cm Plastic	10	1	Unit									
140	Tape	Legal Tape Pink Cotton 6mx20M	10	1	roll									
141	Tape	Masking Tape 24mmx40m	50	1	roll									
142	Tape	Masking Tape 48mmx40m	30	1	roll									
143	Tape	Packaging Tape Brown/Buf 48mmx100m	100	1	roll									
144	Tape	Packaging Tape Clear 48mmx100m	30	1	roll									
145	Tape	Sellotape/Magic Tape 12mm x 25m	150	1	roll									
146	Tape	TZ121 9mm Black/Clear	5	1	Unit									
147	Tape	TZ221 9mm Black/White	5	1	Unit									
148	Tape	TZ621 9mm Black/Yellow	5	1	Unit									
149	Tape	TZ131 12mm Black/Clear	5	1	Unit									
150	Tape	TZ231 12mm Black/White	5	1	Unit									
151	Tape	TZ631 12mm Black/Yellow	5	1	Unit									
152	Tape	TZ151 24mm Black/Clear	5	1	Unit									
153	Tape	TZ251 24mm Black/White	5	1	Unit									
154	Tape	TZ651 24mm Black/Yellow	5	1	Unit									
155	Twine	Twine Cotton - 100g Thin	15	1	roll									
156	Twine	Twine Cotton - 500g Thick	15	1	roll									
157	USB	Memory Stick 32gb	50	1	Unit									
158	USB	Memory Stick 64gb	50	1	Unit									
159	USB	Memory Stick 128gb	100	1	Unit									
160	Whiteboard	Whiteboard Cleaner 237ml spray bottle	15	1	bottle	containing	237	ml						
161	Whiteboard	Whiteboard Eraser - Magnetic	10	1	Unit									
162	Whiteboard	Whiteboard Marker Bullet Point Assorted Colors	75	1	Unit									

COMPANY NAME

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EASTERN CAPE			NORTHERN CAPE		
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YEAR 1 UNIT PRICE (inc VAT and all other costs)	YEAR 2 UNIT PRICE (inc VAT and all other costs)	YEAR 3 UNIT PRICE (inc VAT and all other costs)	YEAR 1 UNIT PRICE (inc VAT and all other costs)	YEAR 2 UNIT PRICE (inc VAT and all other costs)	YEAR 3 UNIT PRICE (inc VAT and all other costs)

NO	SUB CATEGORY	ITEM	ESTIMATED NEED OVER 3 YEAR PERIOD	UNIT OF MEASURE				YEAR 1 UNIT PRICE (inc VAT and all other costs)	YEAR 2 UNIT PRICE (inc VAT and all other costs)	YEAR 3 UNIT PRICE (inc VAT and all other costs)	
163	Writing pad	A4 Counter Book Hard Cover 2 quire	100	1	book	containing	192	pages			
164	Writing pad	A4 Exam Pad perforated and punched / feint and margin	100	1	Pad	containing	100	sheets			
165	Office Equipment	Punch 2 hole heavy duty 100 sheets	10	1	Unit						
166	Office Equipment	Stapler heavy duty - uses nr 66 staples - can staple up to 100 sheets	10	1	Unit						
167	Office Equipment	Binding Machine Manual - 25 sheet punch capacity, 500 sheet binding capacity with a maximum comb size of 50mm	3	1	Unit						

NAME: _____

SIGNATURE: _____

DATE: _____

COMPANY NAME

WESTERN CAPE

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1	Adhesive	Clear adhesive (25ml)	50	1	Unit				
2	Adhesive	Glue Stick (20g-22g)	420	1	Unit				
3	Adhesive	Glue Stick (35g-43g)	450	1	Unit				
4	Adhesive	Clear decifix roll 45cmx5m	450	1	Unit				
5	Adhesive	Prestik (100g) - or similar	120	1	Unit				
6	Archive	Storage Box 252x370x305mm	75	1	Unit				
7	Archive	Storage Box, 90x375x265mm	150	1	unit				
8	Battery	Battery Alkaline AA - 2 pack	30	1	Pack containing	2	batteries		
9	Battery	Battery Alkaline AAA - 2 pack	30	1	Pack containing	2	batteries		
10	Binding	Binding Covers Assorted Colours Frosted A4 180 Micron	10	1	Pack containing	100	sheets		
11	Binding	Binding Covers Clear Frosted A4 180 Micron	15	1	Pack containing	100	sheets		
12	Binding	Plastic binding Combs 12mm	10	1	box containing	100	ring binders		
13	Binding	Plastic binding Combs 16mm	10	1	box containing	100	ring binders		
14	Binding	Plastic binding Combs 20mm	10	1	box containing	100	ring binders		
15	Binding	Plastic binding Combs 25mm	10	1	box containing	50	ring binders		
16	Binding	Plastic binding Combs 38mm	10	1	box containing	50	ring binders		
17	Binding	Plastic binding Combs 51mm	10	1	box containing	50	ring binders		
18	Board	Cardboard A4 160gsm - assorted colors	20	1	Pack containing	100	sheets		
19	Board	Cardboard A4 160gsm - white	20	1	Pack containing	100	sheets		
20	Book	Shorthand Note Pad	40	1	Unit				
21	Calculator	Calculator Large Display 8 Digit	10	1	Unit				
22	Calculator	Calculator large tilt display 12 Digit	10	1	Unit				
23	Clips	Bulldog Clips 19mm Silver	75	1	Unit				
24	Clips	Bulldog Clips 32mm Silver	75	1	Unit				
25	Clips	Bulldog Clips 28mm Silver	75	1	Unit				
26	Clips	Bulldog Clips 50mm Silver	75	1	Unit				
27	Clips	Bulldog Clips 100mm Silver	75	1	Unit				
28	Clips	Fold back clip 19mm	100	1	Unit containing	12	clips		
29	Clips	Fold back clip 32mm	100	1	Unit containing	12	clips		
30	Clips	Fold back clip 50mm	100	1	Unit containing	12	clips		
31	Clips	Paper Clips 33mm Assorted Colors	500	1	box containing	100	paper clips		
32	Clips	Paper Clips 78mm Giant Wavy Silver	25	1	box containing	50	paper clips		
33	Correction fluid	Correction Pen metal Tip White (7ml)	100	1	Unit				
34	Correction fluid	Correction Tape 5m x 5mm White	50	1	Unit				
35	Dividers	A4 Polyprop Dividers numbered 1 - 31	150	1	set				
36	Dividers	A4 Polyprop Dividers 10 tab rainbow	150	1	set				
37	Dividers	A4 Polyprop Dividers A - Z division	50	1	set				
38	Dividers	A4 Polyprop Dividers Jan - Dec rainbow	10	1	set				
39	Electric adapter	Extension lead 10m	15	1	Unit				
40	Electric adapter	Extension lead 5m	20	1	Unit				
41	Electric adapter	Multiplug switched 0.5m Cord - 4 x 16A + 4 x 5A Euro	15	1	Unit				
42	Envelope	Envelope C4 Manilla 324x229mm Self Seal	10	1	box containing	250	envelopes		
43	Envelope	Envelope C5 Manilla 229x162mm Self Seal	10	1	box containing	500	envelopes		
44	Envelope	Envelope C5 White 229x162mm Self Seal	10	1	box containing	500	envelopes		
45	Envelope	Envelope Manilla Window Self Seal 110x220mm	10	1	box containing	500	envelopes		
46	Envelope	Envelope White Plain 115x230mm Self Seal	20	1	box containing	500	envelopes		
47	Envelope	Envelopes C4 White 324 x 220mm Self Seal	10	1	box containing	250	envelopes		
48	Envelope	Envelopes Window White Self Seal	10	1	box containing	500	envelopes		
49	Eraser	Eraser +- 65mmx22mmx12mm	150	1	Unit				
50	Fasteners	Binder Paper 13mm - split pin fastener	15	1	box containing	100	binders		
51	Fasteners	Binder Paper 19mm - split pin fastener	15	1	box containing	100	binders		
52	Fasteners	Binder Paper 25mm - split pin fastener	15	1	box containing	100	binders		
53	Fasteners	Binder Paper 32mm - split pin fastener	15	1	box containing	100	binders		
54	Fasteners	Binder Paper 38mm - split pin fastener	15	1	box containing	100	binders		

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55	Fasteners	Binder Paper 51mm - split pin fastener	25	1	box	containing	100	binders		
56	Fasteners	Binder Paper 76mm - split pin fastener	5	1	box	containing	100	binders		
57	Fasteners	File Fasteners - metal 80mm	100	1	box	containing	50	fasteners		
58	Fasteners	Filing Laces/Treasury Tag 38mm	100	1	box	containing	100	laces		
59	Fasteners	Filing Laces/Treasury Tag 76mm	50	1	box	containing	100	laces		
60	Fasteners	Filing Laces/Treasury Tag 152mm	75	1	box	containing	100	laces		
61	Fasteners	Staple Remover - for removing No 26/6 staples	100	1	Unit					
62	Fasteners	Stapler metal Full Strip 26/6 - can staple up to 40 sheets	150	1	Unit					
63	Fasteners	Staples 26/6mm No56	200	1	box	containing	5000	staples		
64	Fasteners	Staples 66/11mm giant	25	1	box	containing	5000	staples		
65	Fasteners	Staples 9/12 5000 mm	25	1	box	containing	5000	staples		
66	Fasteners	Staples 66/8 5000	25	1	box	containing	5000	staples		
67	Fasteners	Staples 66/14mm giant	25	1	box	containing	5000	staples		
68	Filing	Display File A4 10 Pocket	45	1	Unit	containing	20	pockets		
69	Filing	Display File A4 20 Pocket	45	1	Unit	containing	20	pockets		
70	Filing	Lever Arch Board Files 70mm	1500	1	Unit					
71	Filing	A4 Design-A-File 70mm Lever Arch File	500	1	Unit					
72	Filing	Filing Sleeves A4 Multi Punch 50mic	200	1	Pack	containing	100	pockets		
73	Filing	Lever Arch File Storage Box (5 files - files not included)	25	1	box					
74	Filing	Quotation Folder A4 Economy	100	1	Unit					
75	Filing	Quotation Folder A4 (Create-A-Cover)	500	1	Unit					
76	Filing	Ring Binder A4 2D ring 25mm assorted colors	75	1	Unit					
77	Filing	Ring Binder A4 2D ring 40mm assorted colors	75	1	Unit					
78	Files	Suspension Files A4 assorted colors	250	1	box	containing	25	files		
79	Flip Chart	Flip Chart Paper bond 860mm x 610mm 50pages	5	1	pad	containing	50	pages		
80	Highlighter	Highlighter chisel tip 2-5mm - Assorted Colours	100	1	Unit					
81	Highlighter	Highlighter Set of 4 chisel tip 2-5mm - Assorted Colours	200	1	Pack	containing	4	highlighters		
82	Laminating	Laminating Pouches A4 150micron	10	1	box	containing	100	pouches		
83	Marker	Permanent Marker Bullet Point Assorted - Similar/equal to Artline 70	150	1	Unit					
84	Marker	Permanent Marker Fine Bullet Point assorted - Similar/equal to Artline 700	150	1	Unit					
85	Numbering machine	Numbering Machine 6 wheel	5	1	Unit					
86	Numbering machine	Numbering Machine Replacement ink Black	5	1	bottle	containing	25-30	ml		
87	Paper	Carbon Paper Blue A4	5	1	Pack	containing	10	sheets		
88	Paper	Copy Paper A3 80gsm White	100	1	box	containing	5	reams		
89	Paper	Copy Paper A4 80gsm White	2500	1	box	containing	5	reams		
90	Paper	Copy Paper A4 80gsm Green	25	1	Ream	containing	500	sheets		
91	Paper	Copy Paper A4 80gsm Pink	25	1	Ream	containing	500	sheets		
92	Paper	Copy Paper A4 80gsm Blue	25	1	Ream	containing	500	sheets		
93	Paper	Copy Paper A4 80gsm Yellow	25	1	Ream	containing	500	sheets		
94	Paper	Desk Cube Refill White 100mm x 100mm	50	1	Unit					
95	Pencil	Clutch Pencil 0.5mm	200	1	Unit					
96	Pencil	Pencil HB	100	1	Unit					
97	Pencil	Standard Refill Pencil Leads 0.5mm HB	50	1	tube	containing	12	leads		
98	Pens	Pen Ballpoint Medium Black with rubberised grip	600	1	Unit					
99	Pens	Pen Clic Ball pen medium Black/Blue/Red	700	1	Unit					
100	Pens	Gel pen - assorted colours (Similar to Pilot BL G2 - broad point)	500	1	Unit					
101	Pens	Pen Crystal Xtra Life Medium Black/Blue/Red	2000	1	Unit					
102	Pins	Drawing Pins Brass Solid Head	5	1	Box	containing	100	pins		
103	Pins	Push Pins assorted colors	5	1	Box	containing	30	pins		
104	Pins	Office Pins	5	1	Tub	containing	100	grams		
105	Post-It	Post It Flags Dispenser 25mmx43mm - Assorted - or similar	150	1	Pack	containing	50	flags		
106	Post-It	Post It Flags - Dispenser 25mmx43m - Sign Here - or similar	20	1	Pack	containing	50	flags		
107	Post-It	Post It Notes - mini notes 38mm x 50mm - or similar	30	1	Pack	containing	50	sheets		
108	Post-It	Post -it flags multipants - 11.9mmx43.2mm (flag arrows brights)	30	1	Pack	containing	50	sheets		

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				Pack	containing	100	sheets				
109	Post-It	Post It Notes 76mm x 76mm - yellow - or similar	30	1	Pack	containing	100	sheets			
110	Post-It	Post It Notes 75mm x 130mm - yellow - or similar	30	1	Pack	containing	100	sheets			
111	Punch	Punch 2 hole medium 25 sheet	150	1	Unit						
112	Punch	Punch 2 hole heavy 40 sheet	50	1	Unit						
113	Punch	Ring Reinforcements White	10	1	box	containing	250	rings			
114	Rubber bands	Rubber bands No 12 (1.5mmx42mm)	10	1	box	containing	100	grams			
115	Rubber bands	Rubber bands No 32 (3mmx75mm)	15	1	box	containing	100	grams			
116	Rubber bands	Rubber bands No 64 (5mmx90mm)	10	1	box	containing	100	grams			
117	Rubber bands	Rubber bands No 69 (5mmx150mm)	25	1	box	containing	100	grams			
118	Rubber bands	Rubber bands No 8 (1.5mmx22mm)	5	1	box	containing	100	grams			
119	Scissors	Scissors - office scissors 20cm	200	1	Unit						
120	Sharpener	Pencil Sharpener 1 hole Metal	45	1	Unit						
121	Stamp	Stamp Ink Black/Blue/Red	50	1	bottle	containing	30	ml			
122	Stamp	Stamp Pad 70mm x 110mm	15	1	Unit						
123	Stamp	Stamp Self Inking - Cancelled	5	1	Unit						
124	Stamp	Stamp Self Inking - Dater	5	1	Unit						
125	Stamp	Stamp Self Inking - Paid	5	1	Unit						
126	Stamp	Stamp Self Inking - Received	5	1	Unit						
127	Stamp	Stamp Self Inking - Urgent	5	1	Unit						
128	Stamp	Stamp - Date Stamp (similar/equal to Trodat 5460) inc wording	10	1	Unit						
129	Sundry	Clipboard Masonite Metal Clip	5	1	Unit						
130	Sundry	Shredder oil 250ml	20	1	bottle	containing	250	ml			
131	Sundry	Desk Cube Holder 100 x 100 x 100mm - assorted colors	30	1	Unit						
132	Sundry	Desk Tidy Tube	45	1	Unit						
133	Sundry	Finger Cone Size 1	25	1	Unit						
134	Sundry	Laser Pointer	5	1	Unit						
135	Sundry	Letter Opener Metal	10	1	Unit						
136	Sundry	Paper Clip Dispenser Plastic Magnetic	10	1	Unit						
137	Sundry	Plastic Spike	5	1	Unit						
138	Sundry	Ready Sorter Board	5	1	Unit						
139	Sundry	Ruler 30cm Plastic	10	1	Unit						
140	Tape	Legal Tape Pink Cotton 6mx20M	10	1	roll						
141	Tape	Masking Tape 24mmx40m	50	1	roll						
142	Tape	Masking Tape 48mmx40m	30	1	roll						
143	Tape	Packaging Tape Brown/Buf 48mmx100m	100	1	roll						
144	Tape	Packaging Tape Clear 48mmx100m	30	1	roll						
145	Tape	Sellotape/Magic Tape 12mm x 25m	150	1	roll						
146	Tape	TZ121 9mm Black/Clear	5	1	Unit						
147	Tape	TZ221 9mm Black/White	5	1	Unit						
148	Tape	TZ621 9mm Black/Yellow	5	1	Unit						
149	Tape	TZ131 12mm Black/Clear	5	1	Unit						
150	Tape	TZ231 12mm Black/White	5	1	Unit						
151	Tape	TZ631 12mm Black/Yellow	5	1	Unit						
152	Tape	TZ151 24mm Black/Clear	5	1	Unit						
153	Tape	TZ251 24mm Black/White	5	1	Unit						
154	Tape	TZ651 24mm Black/Yellow	5	1	Unit						
155	Twine	Twine Cotton - 100g Thin	15	1	roll						
156	Twine	Twine Cotton - 500g Thick	15	1	roll						
157	USB	Memory Stick 32gb	50	1	Unit						
158	USB	Memory Stick 64gb	50	1	Unit						
159	USB	Memory Stick 128gb	100	1	Unit						
160	Whiteboard	Whiteboard Cleaner 237ml spray bottle	15	1	bottle	containing	237	ml			
161	Whiteboard	Whiteboard Eraser - Magnetic	10	1	Unit						
162	Whiteboard	Whiteboard Marker Bullet Point Assorted Colors	75	1	Unit						

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163	Writing pad	A4 Counter Book Hard Cover 2 quire	100	1	book	containing	192	pages			
164	Writing pad	A4 Exam Pad perforated and punched / feint and margin	100	1	Pad	containing	100	sheets			
165	Office Equipment	Punch 2 hole heavy duty 100 sheets	10	1	Unit						
166	Office Equipment	Stapler heavy duty - uses nr 66 staples - can staple up to 100 sheets	10	1	Unit						
167	Office Equipment	Binding Machine Manual - 25 sheet punch capacity, 500 sheet binding capacity with a maximum comb size of 50mm	3	1	Unit						

NAME: _____

SIGNATURE: _____

DATE: _____