

STATIONERY LIST

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	AMOUNT
1. Binding covers A4 Frosted Sheets	Packet(100 units inside)	10	R13.80
2. Binding Element 16MM (black) (100 elements in a box)	Box	20	R48.30
3. Binding Element 22MM (black) (100 elements in a box)	Box	10	R41.40
4. Binding Element 28MM (black) (100 elements in a box)	Box	5	R22.94
5. Binding Element 38MM (black) (100 elements in a box)	Box	2	R10.79
6. Binding Element 45MM (black) (100 elements in a box)	Box	2	R10.79
7. Binding Element 51MM (black) (100 elements in a box)	Box	2	R11.20
8. File Duraplus A4 Blue Colour (2579)	Box	7	R392.84
8.2. File Duraplus A4 Red Colour (2579)	Box	3	
9. Fold Back Paper Clips (19MM)	Box	20	R50,60
10. Fold Back Paper Clips (51MM)	Box	20	R121.20
11. Fold Back Paper Clips (77MM)	Box	10	R66.93
12. GemClip/Paper silver 30mm	Box	5	R33,47

13. GemClip/Paper silver 50mm	Box	5	R67,62
14. Glue Stick 20G	Each	10	R325,22
15. Highlighters assorted Colours	Each	50	R563,50
16. Marker Permanent medium bullet point	Each	5	R199,24
17. Plastic Refuse Bags 910MM*760	Roll	5	R374.33
18. Pen, Ball Point Black	Each	300	R1 449.00
19. Pencil Traditional HB	Each	100	R1 118,95
20. Pencil Sharpener metal one whole wedge Shape	Each	50	R199,53
21. Pop-up Sign here flags 45MM X 12MM Assorted colours	Each	20	R675.28
22. Prestik 100G	Each	2	R42,44
23. Punch,Office Paper 1- hole metal, punch 30 sheets	Each	1	R77.76
24. Punch,Office Paper 2- hole,metal paper Adjuster, punch 30 sheets	Each	1	R223.79
25. Punch, Paper 2-Hole Heavy duty Paper Adjuster, Punch 72 Sheets	Each	1	R412,16
26. Writing A5 Shorthand Notebooks(No Centre line) Top Bound	Each	50	R770,50

27. Ruler Clear Plastic 30cm	Each	50	R869.40
28. Scissors assorted 170mm stainless steel blade	Each	5	R84.25
29. Stapler Giant	Each	1	R1 328,25
30. Stapler Office Metal s17	Each	5	R373,18
31. Staples 26/6	Each	5	R111.90
32. Staples, Giant, 66/8	Each	5	R1 545.60
33. Staple Remover	Each	2	R25, 90
34. Staple Remover for Giant Staples	Each	1	R109.48
35. Stick Note Self adhesive 51MM*38MM assorted colours	each	50	R1 070.65
36. Tape, Cellotape, Assorted colours 18mm x 66m	Each	2	R42,83
37. Writing Examination Pad A4, 100 sheets punched	Each	5	R104.59
38. Envelopes (A4) Brown, with Coat of arms	Each	100	
39. Envelopes (A6) Brown, with Coat of arms	Each	50	
40. Relex Magic Clip Dispenser	Each	2	