

	ITEM DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	TOTAL AMOUNT
1	Big Desk Pencil sharpener	Each	20	
2	Calculator-12 Digit Electronic	Each	3	
3	Cellotape 55 x 66	Roll	6	
4	Eraser, Pencil ;In a sleeve	Each	10	
5	File divider A4 – A-Z, 20 Division (Bright solid colours)Multi Punched	Set	10	
6	File divider A4 -1-12 Division (Bright solid colours)Multi Punched	Set	15	
7	File divider A4 10 Tabs (Bright solid Colours)Multi punched	Set	10	
8	File Duraplus A4 with clear Front pockets (Various colours)	Each	40	
9	Filing pockets A4 plastic binding edge multi punched	Packet	5	
10	A4 Heavy weight file with flaps	Box	150	
11	Filing pockets A4 plastic binding edge multi punched	Packet	5	
12	Fold back paper clips (19MM)	Box	30	
13	Fold back paper clips (32MM)	Box	30	
14	Fold back paper clips (77MM)	Box	10	
15	Glue stick 20G	Each	10	
16	Glue Stick 40G	Each	10	
17	Highlighters assorted colours	Each	30	

18	Lever Arch file A4 PVC with mechanism assorted colours 75MM	Each	15	
19	Lever Arch PVC white create a cover clear pocket 2D Ring Binder	Each	15	
20	Memo cube refills 800 bond sheets assorted colours	Cube	9	
21	Marker Permanent medium bullet point	Each	6	
22	Pen, Ball – Point , Red	Each	10	
23	Pen, Ball – Point, Black	Each	45	
24	Pencil Traditional HB	Each	30	
25	Prestik 100g	Each	6	
26	Ruler Clear Plastic 30 cm	Each	10	
27	Scissors 170MM stainless steel blade	Each	6	
28	Stapler Giant	Each	1	
29	Staples Giant 66/8	Box	3	
30	Staple remover	Each	3	
31	Staple remover for giant staples	Each	3	
32	Stick note Self adhesive 130MM X 85MM assorted colours	Pad	15	
33	Stick note self adhesive 51MM X 3MM assorted colours	Pad	20	
34	Whiteboard Board, Marker Assorted colours, Medium bullet point	Each	5	
35	Whiteboard board, Marker assorted colours, Medium bullet point	Each	15	

36	Writing book A4 Hardcover counter book feint ruled 192 pages	Each	20	
37	Tape, Cellotape 18MM X66M	Each	5	
38	Gemclip /Paper silver 30 MM	Each	2	
39	Gemclip /Paper Silver 50 MM	Each	2	
	Enquiries on the stationery: Joyce Mamuremi 012 406 1711/joyce.mamuremi@dpw.gov.za			
			Sub-Total	
			Vat	
			Total amount	