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

Colours75MM	18	Lever Arch file A4 PVC with mechanism assorted		15	
2D Ring Binder Memo cube refills 800 bond sheets assorted colours Cube 21 Marker Permanent medium bullet point Each 22 Pen, Ball – Point , Red Each 23 Pen, Ball – Point, Black Each 24 Pencil Traditional HB Each 25 Prestik 100g Each 26 Ruler Clear Plastic 30 cm Each 27 Scissors 170MM stainless steel blade Each 28 Stapler Giant Each 29 Staples Giant 66/8 30 Staple remover 31 Staple remover for giant staples 32 Stick note Self adhesive 51MM X 3MM assorted colours A Whiteboard Board, Marker Assorted colours, Medium bullet point 35 Whiteboard Board, Marker Assorted colours, Medium bullet point Whiteboard Board, Marker assorted colours, Medium bullet point Each 9 Cube 9 Cube 6 Each 10 Each 6 Each 6 Each 10 Each 10 Each 5 Medium bullet point		colours75MM	Each		
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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	