

procurement of: **office stationery** for Division: Administration and Support Services

Item No	Description	Quantity	Specification
1.	Photocopy Reams A4	2500 Reams	A4
2.	File Lever Arch PVC Assorted Pack of 10	10 Boxes	A4
3.	Adopter Plug 5-Way	10	
4.	Acciliner Permanent Marker	24	Pack
5.	Artline –EK700 Fine Permanent Marker	24	Pack
6.	Battery AAA PKT	50	Pack of 2
7.	Ring Reinforcement clear	5	Boxes
8.	Rubber Bands No. 64 500g	10 Pack	500g
9.	Calculator 12 Digital	20	
10.	Eraser for Pencil	20	
11.	USB-Memory Stick	30	16 GB
12.	Rulers Assorted Colours	100	30 CM
13.	Kettle Electric S/S	6	1.7 ltr Cordless

All official Correspondence must be Addressed to the Executive Director.

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14.	Stapling Machine 26/6	30	Rexel 210
15.	Glue Stick	10	35g
16.	Scissors	20	14cm Blade
17.	Sharpener Pencil	20	1 hole with shaving waste Drum
18.	Dividing Sheets A-Z	10	Alphabetical A4
19.	Cartridges Toner Samsung MLT 205 L	10	MLT 205 L
20.	Cartridges Toner MLT-D 203 Samsung	5	
21.	Cartridges HP 415A-W2030A	15	
22.	Cartridges HP 415A-W2031A	10	
23.	Cartridges HP 415A-W2032A	10	
24.	Cartridges HP 415A-W2033A	10	
25.	Memo cube refill Rainbow	25	cube
26.	Adopter Plug 7-Way	10	
27.	USB -Memory Stick	20	32GB
28.	Cellotape Clear	20	100m
29.	Examination Pad A4 100 Pages	30	
30.	Permanent Markers Ass. Colour	25	
31.	Highlighters Assorted. Colours	30	
32.	Ruler Plastic30cm Assorted Colours	150	
33.	Self-adhesive Notes Sick Assorted Col.	40	cube
34.	Paper Clip 77mm	12	boxes
35.	Cylinder 60mm Oval Nickel Double Key	60	
36.	Lever Arch Labels A4 file Spine Bright Colours Assorted	100	Pack of 12 (326x69mm)
37.	Stapling machine Heavy Duty	7	Kangaro
38.	Extension Lead 3m	10	
39.	Extension Lead 5m	10	
40.	Ponal Wood Glue	15	100ml
41.	Clip Fold back 19mm No. 1	20	Box
42.	Clip Fold back 32mm No. 3	20	Box
43.	Clip Fold back 41mm No. 4	20	Box
44.	Storage Box with lid	150	225x330x450mm ref 390
45.	Letter Tray 3 Tier Wire Mesh	10	Black
46.	Kwik Sorter	20	Indexed A-Z