

List of Office Stationery Products

Product Type	Product Description	Size / Measurement	Colour	Unit Price	Packaging	UM	
Office Technology	USB drives	16 GB	Any colour			Each	
		32 GB				Each	
		64GB				Each	
		128GB				Each	
		256GB				Each	
Adhesive, Tapes & Labels	Adhesive Sticky Notes (100 sheets per pad)	76 x 76mm	Yellow		24 cubes per pack	Per cube	
	Adhesive Sticky Notes (100 sheets per pad)	75 x 100mm	Yellow		24 cubes per pack	Per cube	
	Adhesive Sticky Notes (400 sheets per cube)	76 x 76mm	Assorted		24 cubes per pack	Per cube	
	Adhesive Super Sticky Notes (400 sheets per cube)	76 x 76mm	Assorted		24 cubes per pack	Per cube	
	Adhesive Note (100 sheets per pad)	38 x 50			24 cubes per pack	Per cube	
	Adhesive flags (150 flags sold per pack)	45 x 12	Assorted		24 cubes per pack	Per cube	
	Adhesive sing here flags (150 flags sold per pack)	45 x 12	Assorted		24 cubes per pack	Per cube	
	Adhesive tapes (clear)	19mm x 25m	Clear		12 units per pack	Each	
	Desktop Tape Dispenser - Small Core	Unit	Assorted		unit/each	Each	
	Office Tape Dispenser - Dual Core	Unit	Assorted		unit/each	Each	
	Packaging tape buff or clear	48mm x 50m	Clear		6 per pack	Each	
		48mm x 100m	Clear		6 per pack	Each	
	Durable filing Tabs (adhesive)	50 x 38mm				Each	
	Adhesive pritt glue stick or equivalent	11g			12 per pack	Each	
		22g			12 per pack	Each	
		43g			12 per pack	Each	
	Adhesive prestick wallet	50g				Each	
		100g				Each	
	Adhesive bobstick art & craft glue	100ml				Each	
	Adhesive wood & craft glue	100ml				Each	
	Adhesive pattex liquid power glue	50g bottle				Each	
	Solid Tracking Notes (100 notes per pack)	Pack				24 cubes notes pack	Per cube
	Framed Tracking Notes (100 notes perpack)	Pack				24 cubes notes pack	Per cube
	Permanent Adhesive glue tape	5m x 6mm					Each
	Removable Adhesive glue tape	5m x 6mm					Each
	Double sided self adhesive tape roll	1m					Each
	Double sided self adhesive tape pads	40 squares per pack				24 cubes tape pack	Each
Batteries (SABS Approved)	Batteries AA	Pack of 4				Each	

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Provide proof	Batteris AAA	Pack of 4				Each
	Batteris AAAA	Pack of 2				Each
	Batteris A23	Pack of 2				Each
	Batteris C	Pack of 2				Each
	Batteris D	Pack of 2				Each
	Batteris 9V	Pack of 2				Each
	Batteris 4,5V	Single				Each
	Batteris LR44	Pack of 2				Each
	Batteris CR2032	Pack of 2				Each
	Rechargeable Batteries AA	Pack of 4				Each
	Rechargeable Batteries AAA	Pack of 4				Each
	AA & AAA Battery Charger kit	Unit				Each
Books and Pads	Counter books	2-Quire 192 A4				Each
	Minutes Books Black	300 pages			Pack of 10	Each
	Directors & Managers Attendance Register	2008 pages			Pack of 6	Each
	Counter books	3-Quire 288 A4			Pack of 10	Each
	Index Books	A4 144 Page			Pack of 10	Each
	Short hand note books - top bound	A5 144 pages			Pack of 20	Each
	Wire bound note books - side bound	72 pages 102 x 76mm			Pack of 10	Each
	Wire bound note books - top bound	72 pages 114 x 76mm			Pack of 10	Each
	Visitor Books - Hard Bound	192 pages			Pack of 10	Each
Diaries and planning	Executive Diaries	A4	Black		Pack of 6	Each
	Wall year planner	915 x 610mm			Pack of 10	Each
	Calendar Pad	A2			Pack of 20	Each
Calculators	Desktop Calculator- 12 Digit	195 x 130mm				Each
	Desktop Calculator- 12 Digit	145 x 100mm				Each
Envelopes (Manilla or equivalent)	C4 Manilla Self Seal Envelopes (close-face)	A4 324mm x 229mm			pack of 100	per box
	C4 Manilla Self Seal Envelopes (window)	A3-457mm x 330mm			pack of 100	per box
	C5 Manilla Self Seal Envelopes (close-face)	90mm x 152mm			pack of 100	per box
	C5 Manilla Self Seal Envelopes (window)	90mm x 152mm			pack of 100	per box
	C6 Manilla Self Seal Envelopes (close-face)	176mm x 250mm			pack of 100	per box
	DL Manilla Self Seal Envelopes (close-face)	110mm x 220mm			pack of 100	per box
	DL Manilla Self Seal Envelopes (window)	110mm x 220mm			pack of 100	per box
Files and Folders	A4 Board dividers plain 5 tab - Various/single colours	Pack				per pack
	A4 Board dividers plain 10 tab - Various/single colours	Pack				per pack

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	A4 Polypropylene dividers plain 5 tab rainbow	Pack			Pack of 10	per pack
	A4 Polypropylene index printed A-Z 16 part rainbow	Pack			Pack of 10	per pack
	A4 Polypropylene index printed Jan-Dec rainbow	Pack			Pack of 10	per pack
	DL Dividers	pack of 100				per pack
	A4 Board Lever arch file	40mm			Pack of 6	Each
		75mm			Pack of 6	Each
	PVC Lever Arch File	40mm			pack of 6	Each
		75mm			Pack of 6	Each
	3 Flap Document Folder - A4- 250g	pack of 100			Pack of 100	per pack
	Presentation Folder - A4- 250g	Pack			Pack of 100	per pack
	Suspension Files	pack of 25			Pack of 25	Each
	Suspension file Box	per set			Pack of 12	Each
	Suspension file rack	Single				Each
	Foolscap Filing Box	per set			Pack of 12	Each
	A4 Polypropylene Carry Folder (holding up to 100 sheets)	Unit			Pack of 5	Each
	Polypropylene/PVC Quotation folders	Pack of 50			Pack of 50	Each
	Heavy Duty PVC Clipboard - A4	Unit				Each
	Heavy Duty Clipboard - A4	Unit				Each
	Polypropylene Expanding file with label Holder and expandable base	Unit				Each
	A4 Pocket files	10 pockets			Pack of 10	Each
	A4 Pocket files	20 pockets			Pack of 10	Each
	A4 Pocket files	40 pockets			Pack of 10	Each
	Multi punched filing pockets A4	pack 100			Pack of 100	Each
	PVC Telephone Index with inserts	Unit				Each
	Telephone Index Refils (20 sheets)	Pack of 20 sheets			pack of 20	per pack
Specialised filing and archiving	A4 counter content Storage Boxes (long side opening)	395 270 x 95mm				Each
	A4 Jumbo Archive box	Box				Each
	Off-site storage box	Box				Each
	Retrieval files Lightweight 120gsm	Box				Each
	Retrieval files Lightweight with gusset 120gsm	Box				Each
	Retrieval files middleweight 190gsm	Box				Each
	Retrieval files middleweight with clip 190gsm	Box				Each
	Retrieval files Extra Heavyweight 250gsm	Box				Each

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	Retrieval files Extra Heavyweight Flapless with clip 326gsm	Box				Each	
	Employee File Extra Heavyweight Flapless & Clip 326gsm	Box				Each	
	5 Compartment Stow-A-Way	Box				Each	
	A4 Board Containers	320 x 220 x 100mm				Each	
General office accessories	Binding elements - Comb Binding (100 in a box)	8mm				per box	
		10mm				per box	
		12mm				per box	
		14mm				per box	
		16mm				per box	
		19mm				per box	
		25mm				per box	
		28mm				per box	
		32mm				per box	
		38mm				per box	
		45mm				per box	
	51mm				per box		
	Slide Binders	5mm					per box
		10mm					per box
		15mm					per box
	A4 PVC Binding Cover Clear /Frosted	Pack of 100				per pack	
	A4 Hardboard Binding Cover	Pack of 100				per pack	
	Self Adhesive Book Covering Rolls	10m				Each	
	Maped eco black handle scissor	210mm				Each	
	Sponge damper	Unit		Assorted			Each
	Foldback clips	19mm				Pack of 60	per box
		25mm				Pack of 48	per box
		32mm				Pack of 36	per box
		41mm				Pack of 24	per box
		51mm				Pack of 12	per box
	Magic clip dual-dispenser	Unit					Each
	Magic Clips	6.5mm				Pack of 12	per box
4.5mm					Pack of 12	per box	
Finger cones	Extra small size 00		Pink		Pack of 20	per box	
	Small size 0		Green		Pack of 20	per box	

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		Medium size 1	Red		Pack of 20	per box
		Large size 2	Yellow		Pack of 20	per box
		Extra large size 3	Orange		Pack of 20	per box
	Rubber bands (box) numbers inside the box	Size 34 (3 x 100mm)			Pack of ten	per box
		Size 38 (3 x 150mm)				per box
		Size 69 (6 x 150mm)				per box
		Size 84 (12 x 90mm)				per box
		Size 128 (9 x 200mm)				per box
	Silver gem clips	33mm			100 lin a box	per box
	Silver gem clips	50mm			100 lin a box	per box
	Silver gem clips	78mm			100 lin a box	per box
	Drawing pins (sold per box)	11mm	Assorted		100 lin a box	per box
	Indicator pins (sold per box)	15mm	Assorted			per box
	Map pins (sold per box)	Box	Assorted			per box
	Push Pins	Box				per box
	File fasteners	Box	Assorted		Pack of 50	10 per box
	Eyelet Punch	Unit				Each
	Key Cabinets	Unit				Each
	Heavy Duty Key Cabinet	Unit				Each
	Paper /Grip binder	19mm				Each
		25mm				Each
		32mm				Each
		38mm				Each
		50mm				Each
	Scissors	150mm				Each
	Sign Here Sticky Notes	45x12mm				
	Sticky notes with holder if possible	3x3 inches				
	Memo cubs refill or equivalent	90x90x90m				
	Message Post it Pad or equivalent	75mmx105mm				
	HB Pencils (Wooden)	4H			Box of 14	
	Message Post it Pad or equivalent	70mmx75mm				
	Message Post it Pad or equivalent	37.5x50mm				
	Post it Flags or equivalent	25,4mmx43.2m m				
	Sign Here equivalent	45x12mm				
	Page Marker	48mm x 25mm				

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Stamps	Self inking Stamp	70 x 25mm				Each
	Self inking Stamp	58 x 22mm				Each
	Self inking Stamp	47 x 18mm				Each
	Self inking Stamp	38 x 14mm				Each
	Self inking Stamp	40 x 40mm				Each
	Self inking Stamp	40 x 40mm (with date)				Each
	Self inking Stamp	75 x 38mm				Each
	Self inking Stamp	75 x 38mm (with date)				Each
	Self inking Stamp	60 x 40mm				Each
	Self inking Stamp	60 x 40mm (with date)				Each
	Endorsing ink (sold per bottle)	30ml	Assorted			Each
	Ink Pads	70 x 25mm				Each
	Ink Pads	58 x 22mm				Each
	Ink Pads	47 x 18mm				Each
	Ink Pads	38 x 14mm				Each
	Ink Pads	40 x 40mm				Each
	Ink Pads	75 x 38mm				Each
	Ink Pads	60 x 40mm				Each
	Stamp swap pad	70 x 25mm				Each
	Stamp swap pad	58 x 22mm				Each
	Stamp swap pad	47 x 18mm				Each
	Stamp swap pad	38 x 14mm				Each
	Stamp swap pad	40 x 40mm				Each
	Stamp swap pad	75 x 38mm				Each
Stamp swap pad	60 x 40mm				Each	
Desk Accessories	Interstat office bin or equivalent	10 Litres	Assorted			Each
	Paper clip dispenser (sold single)	250 x 30mm				Each
	Memeo cubes (800 sheets per cube)	Unit				Each
	cube refills	Unit				Each
	Document tray-vision	320 x 235mm	Black,Blue & Red		3 tier	Each
	Texo modular storage unit 3 drawer	263 x 333 x 188mm				Each
	Perforated desk sets (single letter tray)	250 x 350 x 65mm	Black and Grey			Each
	Perforated desk sets (2-tier letter tray)	250 x 350 x 170mm	Black and Grey			Each
	Leather desk sets	600 x 460mm				Each
	Office sets 6 piece pink translucent					Each

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	Desk drawer Organisers	Unit				Each	
	Desk Sets					Each	
	Cable zip	2 meter				per meter	
	HFC Free air duster	520ml				Each	
	PC cleaning kit					Each	
	100 Antibacterial wipes					per pack	
	Laptop screen cleaning kit					Each	
	Maxi cool laptop riser					Each	
Writing Instruments	Bic crystal ultra fine ballpoint pen (box) or equivalent	0.7mm	Blue,Black,Red		box of 60	Each	
	Bic clic fine ballpoint pen (box of 60) or equivalent	0.7mm	Blue,Black,Red		box of 60	Each	
	Bic clic medium ballpoint pen box of 60) or equivalent	1.0mm	Blue,Black,Red		box of 60	Each	
	Bic Atlantix fine ballpoint pen box of 60) or equivalent	1.0mm	Blue,Black,Red		box of 60	Each	
	Bic Orange Fine Ballpoint pen box of 60) or equivalent	0.8mm	Blue,Black,Red		box of 60	Each	
	Pilot BP-GP-10R-M medium supergrip ballpoint pen (box) or equivalent	1.0mm each	Blue,Black,Red		box of 60	Each	
	Bic solo deluxe medium ballpoint desk set or equivalent	1.0mm each	Black		box of 60	Each	
	Pilot BL-G2-7 fine broad retractable gel ink (box) or equivalent	0.7mm each	Blue,Black,Red			Each	
	Uniball eye UB157 fine rollerball gel ink (box) or equivalent	0.7mm each	Blue,Black,Red			Each	
	Markers (permanent) for various usage	0.4mm	Various		box of 12	per box	
	Markers (permanent) for various usage	0.7mm	Various		box of 12	per box	
	Markers (permanent) for various usage	1.5mm	Various		box of 12	per box	
	Markers (permanent) for various usage	2-5mm	Various		box of 12	per box	
	Markers (non-permanent) for various usage	0.4mm	Various		box of 12	per box	
	Markers (non-permanent) for various usage	0.7mm	Various		box of 12	per box	
	Markers (non-permanent) for various usage	1.5mm	Various		box of 12	per box	
	Markers (non-permanent) for various usage	2-5mm	Various		box of 12	per box	
	Highlighters	pack of 4	Assorted		pack of 4	per pack	
	Highlighters	pack of 6	Assorted		pack of 6	per pack	
	Highlighters	pack of 8	Assorted		pack of 8	per pack	
	Whiteboard marker set MWL5S-4/6 (sold per pack)		Assorted			per pack	
	Pentel PD105 techniclick clutch pencil (packed in 12) or equivalent	0.5mm				pack of 12	per pack
	Draughtsman Clutch pencil (packed in 12) or equivalent	0.7mm				pack of 12	per pack
	Pentel 100C hi-polymer refill HB lead (packed in 12)or equivalent	0.5mm				pack of 12	per pack
	Pentel 100C hi-polymer refill HB lead (packed in 12)or equivalent	0.7mm				pack of 12	per pack
	Staedtler tradition 110 pencils HB (sold per pack)or equivalent					pack of 12	per pack

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	Mars plastic eraser (sold single) or equivalent	Each			pack of 12	per pack	
	Hi-Polymer Eraser	Each			pack of 12	per pack	
	Metal sharpener (sold single)	8mm			pack of 12	Each	
	Maped 2 hole pencil sharpener (sold single)	Each			pack of 12	Each	
	Pentel ZT35W correction tape roller or equivalent	5mm x 5m			pack of 6	Each	
	Tipp-ex rapid correction fluid white (sold per pack) or equivalent	20ml			pack of 12	Each	
	Pocket Correction Pen	7ml			Pack of 12	Each	
Boards and Presentation	Standard white board magnetic	1000 x 1000				Each	
	Standard white board magnetic	1200 x 1200				Each	
	Standard white board magnetic	1500 x 1200				Each	
	Standard white board magnetic	1800 x 1200				Each	
	Standard white board magnetic	2400 x 1200				Each	
	Bullet boards carpet	1000 x 1000				Each	
	Bullet boards carpet	1200 x 1200				Each	
	Bullet boards carpet	1500 x 1200				Each	
	Bullet boards carpet	1800 x 1200				Each	
	Bullet boards carpet	2400 x 1200				Each	
	Executive flipchart stand magnetic with castors	1000 x 640mm				Each	
	whiteboard cleaner (sold per bottle)	250ml				Each	
	Whiteboard eraser magnetic (sold per pack)	145 x 55mm				pack of 24	Each
	Laser pointer pen	30mm				pack of 12	Each
	Moulded Plastic Magnets	20mm	Assorted			pack of 12	
Moulded Plastic Magnets	30mm	Assorted			pack of 5		
Moulded Plastic Magnets	40mm	Assorted			pack of 12	Each	
Magnetic Assessor Holder (holds up to 10 whiteboard markers and a eraser)						Each	
Punching and Stapling	2 Hole punch	up to 10 Sheets				Each	
	2 Hole Heavy duty punch	up to 60 Sheets				Each	
	2 Hole Heavy duty punch (adjustable)	up to 300 Sheets				Each	
	Staples	No 26/6 (56)				pack of 12	per pack
	Staples	No 66/8				pack of 12	per pack
	Staples	No 66/11				pack of 12	per pack
	Staples	No 66/14				pack of 12	per pack
	Staples	No 23/6				pack of 12	per pack
	Staples	No 23/8				pack of 12	per pack
	Staples	No 23/10				pack of 12	per pack

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	Staples	No 23/13			pack of 12	per pack
	Staples	No 23/17			pack of 12	per pack
	Staples	No 23/20			pack of 12	per pack
	Staples	No 23/24			pack of 12	per pack
	Stapler	up to 40 Sheets				Each
	Heavy Duty Staper	up to 100 Sheets				Each
	Heavy Duty Staper	up to 200 Sheets				Each
	Professional inance 65 stapler 1210 two finger stapling	up to 65 Sheets				Each
	Standard Staple Remover					Each
	Aerodynamick Handle Staple Remover					Each
	Heavy Duty Staple Remover					Each
Business Machines	CombBind Binding machine (punch 30 pages and binds 450 pages)					Each
	A4 - 2 Roller Laminating machine					Each
	A3 - 2 Roler Laminating machine					Each
	Office Pro Guillotine	20 sheets cutting capacity or more				Each
	Cutting Mats					Each
Signage	Tower ABS Signs	150 x 150mm				Each
	Tower ABS Signs	180 x 50mm				Each
	Tower ABS Signs	188 x 88mm (back to back)				Each
	Tower ABS Signs	180 x 50mm (solid Single)				Each
	Tower Aluminium Signs	150 x 150mm				Each
	Tower Aluminium Signs	180 x 50mm				Each
	Tower Photolumenescent Safety Signs in an Aluminium Frame	190 x 380mm				Each
	Tower Photolumenescent Safety Signs in an Aluminium Frame	190 x 570mm (Ceiling Mounted - double sided)				Each
	Tower Photolumenescent Safety Signs in an Aluminium Frame	190 x 570mm (Wall Mounted - single sided)				Each
	Poster Frame Stand (Double Sided suitable for A4, A2 & A2)					Each
	Poster Frame Stand (Single Sided suitable for A4, A2 & A2)					Each
	Poster Frame Stand (Double Upright suitable for A4, A2 & A2)					Each
Electrical	J062 Multiplug extension no switches with surge protection	5 x 3 Pin; 4 x 2 Pin; 1 x Euro				Each
	J062 Multiplug extension no switches with surge protection	4x 3 Pin; 3 x 2 Pin; 1 x Euro				Each

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	J062 Multiplug extension no switches with surge protection	3 x 3 Pin; 3 x 2 Pin;				Each
	Mains extension cord	3m				Each
		5m				Each
		10m				Each
		20m				Each
				TOTAL		
				VAT		
				GRAND TOTAL		

NB : Kindly note the list above is not exhaustive, therefore new items may be added at the procurement stage