



Province of the
EASTERN CAPE
HEALTH

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Umhla:
Date: 27 June 2021

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Ireferensi:
Reference: SCMU3-21/22-0247-HO

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*WITHOUT PREJUDICE

The Members
BLUE RAIN TRADING 48 cc
(Reg No. 2009/042566/23)
70 Cambridge Street
East London
5200

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Dear Sir / Madam

LETTER OF AWARD: SCMU3-21/22-0247-HO: SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR THE EASTERN CAPE DEPARTMENT OF HEALTH FOR A PERIOD OF 36 MONTHS.

In terms of the bid proposals, we are pleased to advise that you are hereby appointed in terms of this letter of award ("LOA") and in terms of your original proposal, as the "Preferred Bidder" having obtained the highest preference points in terms of the Preferential Procurement Policy Framework Act, for the supply and delivery of office stationery for the Eastern Cape Department Health for a period of 36 months.

This LOA is subject to a formal comprehensive agreement for the provision of the goods and/ or services to be referred to as the Service Level Agreement (SLA), which is to be concluded between the Department and the supplier within 31 (thirty one) days from the date hereof or soon thereafter as the case may be, and which will include inter alia the following terms *(in the event the conclusion of the SLA is not agreed this LOA will remain in force, with the department having the right to terminate the appointment if no agreement is reached)* Please note that the SLA does not seek to introduce new terms other than those contained in the bid document but to put operational requirements into place for management purposes.

To this effect, kindly further take note that services may be commenced while the SLA is being finalized as the specification in the bid document has all details services or goods required.

1. Scope of Agreement

- 1.1 The supplier will supply and deliver office stationery for the Eastern Cape Department of Health for a period of 36 months, and despite the date of signature hereof, with effect from the commencement date to be agreed upon by both parties after acceptance of this LOA.

2. Termination

- 2.1 Either Party may terminate the Service Agreement by providing to the other party with 30 calendar days prior written notification. Notwithstanding the above, such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to either Party.

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SCMU3-21/22-0247-HO: SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR THE EASTERN CAPE DEPARTMENT OF HEALTH FOR A PERIOD OF 36 MONTHS.

3. Rates and Payment terms

- 3.1 **Rates:** All goods supplied under this appointment will be supplied as tabled below and as per negotiated rates attached as an annexure with any further additional discounts or charges agreed to in writing and duly signed off by both parties. This appointment is awarded to a panel of service providers. To be utilized on an ad hoc basis.

DISTRICTS AWARDED

Buffalo City Metro Health District
Amathole Metro Health District
Sarah Baartman Health District
Chris Hani Health District
OR Tambo Metro Health District
Nelson Mandela Metro Health District

- 3.2 Note that, in instances where the contract is rate based, the total value of the contract stated therein is only an indicative value which the Department does not guarantee. In some instances where the contract is a rate based contract, individual item prices will be indicated as the Department will procure based on the need, as and when required.
- 3.3 **Quotes:** All goods supplied under this appointment must be quoted referencing the bid number **SCMU3-21/22-0247-HO**, with the rate structure clearly indicated.
- 3.4 **Payment terms:** The full invoice value will be payable by the Department to the supplier within 30 (thirty) days from the date of the invoice being received, matching a duly signed delivery note attached to the invoice. In addition:
- 3.4.1 If at any stage the agreement is cancelled, payment will be due for all work done until the services are terminated (formal cancellation date). Review
- 3.4.2 A monthly statement must be submitted depicting all invoices raised in a month and payments received during the month, also indicating any outstanding invoice amounts from the previous months.
- 3.4.3 All rates proposed must be VAT inclusive and presented in accordance with the stipulations of the VAT Act (Act no 89 of 1991). No payments of VAT will be made to a supplier that quoted VAT that cannot prove its VAT registration at the point of invoicing.

4 Purchase Orders (PO)

- 4.1 The supplier will only commence with the supply on receipt of an official PO from the Department and any such PO will only be valid for the goods and/or services actually delivered and accepted. A purchase order could be handwritten (manual) on pre-printed stationery or computer generated (electronic). In the event of a manual purchase order the supplier may request additional proof that the document was indeed issued by the department and that the official signing it acknowledge approving it.
- 4.2 Please note that an official purchase order will only be issued after the terms of the agreement have been conceded and signed.
- 4.3 Any additional work falling beyond the scope of the original bid or Service Level Agreement must be separately quoted for and ordered.

5. General Terms

- 5.1 This appointment does not confer on the supplier any rights of exclusivity in terms of the Supply, Installation Agreement and the Department retains the right to appoint other suppliers at its own discretion.
- 5.2 The government conditions of contract, which the supplier has agreed to in terms of the Bid will apply and will supersede the supplier's general terms and conditions, but be subject to any additional terms stipulated in this letter or SLA.
- 5.3 In addition to any other terms that may be agreed to, the supplier will permit the Department and/or the Provincial Planning and Treasury to inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Department and/or the Provincial Planning and Treasury.
- 5.4 It must be noted the only individual in the Department Authorized by law to commit the department is the accounting officer (Referred to as the Head of Department or Superintendent General). The onus remains on the supplier to determine whether any official giving or signing off on, any instruction or document, is duly authorized to give such instruction or sign the given document. The supplier has a right to request a copy of the Departmental delegation of authority policy, delegation of authority letter or acting appointment letter. Any instruction or documents received from an unauthorized official from the department will be regarded as invalid and will be unenforceable.

HMB

BLUE TRAIN TRADING 48 CC

BUFFALO CITY METRO HEALTH DISTRICT
AMATHOLE METRO HEALTH DISTRICT
SARAH BAARTMAN HEALTH DISTRICT
CHRIS HANI METRO HEALTH DISTRICT
OR TAMBO HEALTH DISTRICT
NELSON MANDELA METRO HEALTH DISTRICT

BID NUMBER : SCMU3-21/22-0247-HO SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR THE EASTERN CAPE DEPARTMENT OF HEALTH FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	Blue Train 48 Reg 24	Price After negotiations
1	1	10 Digit Calculator	Each	260	112.13	112.13
2	2	12 Digit calculator	Each	1600	118.11	118.11
3	3	14 Digit Calculator	Each	1050	180.70	180.70
4	4	16 Digit Calculator	Each	6100	374.40	315.10
5	5	2 Hole Heavy Duty Punch – Black Equivalent to Kangaroo (100 sheets)	Each	2000	451.05	451.05
6	6	220 mm Stainless Steel Scissors	Each	1800	13.53	13.53
7	7	3-Drawer Tidy Tower for Office 295 mm (l) x 360 mm (w) x 375 mm (h)	Each	1450	349.70	349.70
8	8	3M Sign here stickers 50's	Pack of 50	3100	43.95	43.95
10	11	A4 3 Quire note book	Pack of 5	15150	112.91	112.91
12	16	Archive Boxes	Each	33440	11.44	11.44
13	20	Band, Rubber band, no.10 X 38mm	1 Kg	1100	110.63	110.63
14	21	Band, Rubber band, no.12 X 38mm	1 Kg	5400	110.63	110.63
15	22	Band, Rubber band, no.128 X 38mm	1 Kg	3400	110.63	110.63
16	23	Band, Rubber band, no.14 X 38mm	1 Kg	300	110.63	110.63
17	24	Band, Rubber band, no.16 X 38mm	1 Kg	300	110.63	110.63
18	25	Band, Rubber band, no.18 X 38mm	1 Kg	5520	110.63	110.63
19	26	Band, Rubber band, no.19 X 38mm	1 Kg	300	110.63	110.63
20	27	Band, Rubber band, no.22 X 38mm	1 Kg	300	110.63	110.63
21	28	Band, Rubber band, no.32 X 38mm	1 Kg	1650	110.63	110.63
22	29	Band, Rubber band, no.34 X 38mm	1 Kg	6900	110.63	110.63
23	30	Band, Rubber band, no.38 X 38mm	1 Kg	1100	110.63	110.63

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	Blue Train 48 Reg 24	Price After negotiations
24	31	Band, Rubber band, no.64 X 38mm	1 Kg	1400	110.63	110.63
25	32	Band, Rubber band, no.69 X 38mm	1 Kg	400	110.63	110.63
26	33	Band, Rubber band, no.8 X 38mm	1 Kg	1100	110.63	110.63
27	35	Bic Click Medium Pen - Black,Red,Blue, 60's per box	Box	4040	349.83	349.83
28	36	Binding Cover Frosted 180mic	Pack	8400	154.70	154.70
29	37	Binding element, 12mm, Black,blue,green,red, White A4, 21 rings	Box	750	118.11	118.11
30	38	Binding element, 14mm, Black,blue,green,red,white, A4, 21 rings	Box	220	136.37	136.37
31	39	Binding element, 18mm, Black,blue,green,red, White A4, 21 rings	Box	110	200.33	200.33
32	40	Binding element, 22mm, Black,blue,green,red, White A4, 21 rings	Box	110	224.90	224.90
33	41	Binding element, 25mm, Black,blue,green,red, White A4, 21 rings	Box	110	170.43	170.43
34	42	Binding element, 28mm, black	Box	110	184.60	184.60
35	43	Binding element, 32mm, Black,blue,green,red, White A4, 21 rings	Box	110	202.80	202.80
36	44	Binding element, 38mm, Black,blue,green,red, White A4, 21 rings	Box	110	220.87	220.87
37	45	Binding element, 45mm, Black,blue,green,red,White 21 rings	Box	110	260.13	260.13
38	46	Binding element, 6mm, Black, blue,green,red,white, A4, 21 rings	Box	800	58.31	58.31
39	47	Binding element, 8mm, Black,blue,green,red, White A4, 21 rings	Box	40	67.28	67.28
40	48	Binding element, A4, 16mm, blue	Box	330	200.33	200.33
41	49	Binding element, IBICO, 21 rings, 10mm, black (100 in box)	Box	1550	82.23	82.23
42	50	Binding element, IBICO, white, 50mm	Box	550	260.13	260.13
43	51	Binding element, rings, 20mm, white (50 in box)	Box	110	200.33	200.33
44	52	Binding element, rings, 51mm, Black,blue,green,red,White	Box	200	260.13	260.13
45	53	Binding element, slide binding, 10mm	Box	50	22.43	22.43
46	54	Binding element, slide binding, 15mm	Box	50	25.42	25.42
47	55	Binding element, slide binding, 7mm	Box	50	22.43	22.43
48	56	Binding element, slide binding, 5mm	Box	50	22.43	22.43
49	57	Black Permanent Markers x 12 per set	Box of 12	2850	57.72	57.72
50	58	Blue Permanent Marker x 12 per set	Box of 12	2050	57.72	57.72
51	59	Book A4 counter books, 96pg	Pack	11400	53.82	53.82
52	60	Book A4, counter books, 192pg	Pack	18572	81.51	81.51
53	61	Book A4, counter books, 288pg	Pack	6100	112.91	112.91
54	62	Book A4, counter books, 384pg	Pack	5700	104.07	104.07
55	63	Book A5, counter books, 128pg	Pack	70	39.72	39.72
56	64	Book A5, counter books, 192pg	Pack	40	50.51	50.51
57	65	Book A5, counter books, 96pg	Pack	40	32.89	32.89

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	Blue Train 48 Reg 24	Price After negotiations
58	66	Box Files	Pack	56000	257.92	257.92
59	67	Brown Tape Buff	Pack	1660	387.53	387.53
60	69	Bulldog Clips (paper bulldog clip ST1, 19mm)	Per Box	5020	16.15	16.15
61	71	Business Card Holder 96 Caps	Each	100	31.85	31.85
62	72	C5 Brow Envelopes	Box	6500	379.42	379.42
63	73	Carbon Paper A4 Film Blue 100 Sheet	Pack	1820	194.35	194.35
64	74	Card Bantex, 5912 business card refill	Each	20100	99.45	99.45
65	75	Cardboard, A4, Bright Colours 160g (100 in pack)	Pack	5010	88.21	88.21
66	76	Cardboard, A4, Eltaro, white, 160g (100 in pack)	Pack	5030	49.40	49.40
67	77	Cardboard, A4, Pastel Colours 160g (100 in pack)	Pack	5010	81.64	81.64
68	79	Chalk white 100 per individual box	Box	120	13.33	13.33
69	80	Clipboard 150mm	Pack	40	17.36	17.36
70	81	Computer care screen cloth	Per Box	2120	129.87	129.87
71	84	Correction pen, 12ml Pentel ZL31W	Box	120	511.68	511.68
72	85	Correction pen, 4,2ml Pentel ZL72W	Box	520	370.50	370.50
73	86	Correction pen, 7ml Pentel ZL62W	Box	170	421.20	421.20
74	87	Correction tape, pritt, 4.2mm	Each	2720	590.27	590.27
75	88	Cupboard Filing System	Pack	10	140.27	140.27
76	89	Cutter Blades Refills	Pack	40	12.61	12.61
77	90	Cutter Knives	Pack	100	143.52	143.52
78	91	Departmental Delivery Note (Pink)	Pack	1200	124.87	124.87
79	92	Desk letter tray metal	Each	5420	254.15	254.15
80	93	Desk Sharpener	Pack	5100	88.21	88.21
81	94	Divider Cards 10 tap Deep Tint Board	Each	5020	55.38	55.38
82	97	Drawer Organiser		5000	76.57	76.57
83	98	Drawing Pins	Pack	6000	6.14	6.14
84	133	Erasers	Pack	1000	37.67	37.67
85	134	Exam Pad 100 Sheet Punched	Each	3400	11.83	11.83
86	136	Fastener, paper bulldog clip ST1, 19mm	Box	13020	16.15	16.15
87	137	Fastener, paper clip, 33mm	Box	3060	5.08	5.08
88	138	Fastener, paper Indian Gem Clip	Pack	400	12.61	12.61
89	139	Fastener, Paper Indian Gem clip, Filing laces 102mm	Box	8520	29.19	29.19
90	140	Fastener, Paper Indian Gem clip, Filing laces 127mm	Box	7800	29.64	29.64
91	141	Fastener, Paper Indian Gem clip, Filing laces 152mm	Box	7760	30.68	30.68

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	Blue Train 48 Reg 24	Price After negotiations
92	142	Fastener, Paper Indian Gem clip, Filing laces 26mm	Box	7020	23.92	23.92
93	143	Fastener, Paper Indian Gem clip, Filing laces 38mm	Box	7020	24.70	24.70
94	144	Fastener, Paper Indian Gem clip, Filing laces 40mm	Box	6020	24.70	24.70
95	145	Fastener, Paper Indian Gem clip, Filing laces 51mm	Box	6520	25.48	25.48
96	146	Fastener, Paper Indian Gem clip, Filing laces 63mm	Box	7520	26.20	26.20
97	147	Fastener, Paper Indian Gem clip, Filing laces 76mm	Box	6510	26.91	26.91
98	148	Fastener, Paper Indian Gem clip, Filing laces 89mm	Box	7620	27.69	27.69
99	149	File Dividers (A-Z)	Each	6050	16.90	16.90
100	150	File Dividers Jan to Dec A4	Each	4500	14.05	14.05
101	151	File Dividers Numbers Set of 10	Pack	10520	10.21	10.21
102	152	File Fastener 2 hole metal binder 50 in a box	box	1900	19.31	19.31
103	153	File fasteners pack of 50 SDS steel	Pack	11040	21.71	21.71
104	154	File Fasters 80mm x 50 per set	Box of 50	8500	19.31	19.31
105	155	File Mechanism for box file steel	Pack	5100	21.06	21.06
106	156	File pockets A4 100 in per pack	Pack	10500	26.13	26.13
107	157	File ringbinders (10 in Box)	Box	20	424.58	424.58
108	158	File, 2 ring create a cover 50mm white files	Box	50	553.15	553.15
109	159	File, A4 Dura plus file, assorted colours (no. 2579) (25 in box)	Box	100	616.72	616.72
110	161	File, A4 duraplus file 2579 black	Box	10000	616.72	616.72
111	162	File, A4 duraplus file, assorted colours (no. 2579) (25 in box)	Box	5000	616.72	616.72
112	163	File, A4 pvc 4ring 40mm any colour	Box	120	358.80	358.80
113	164	File, Bantex create a cover assorted colours	Each	10070	569.40	569.40
114	165	File, foolscap suspension file A4 25 in pacwhik	Pack	4350	179.40	179.40
115	166	File, lever Arch file PVC, A4, 50mm	Each	33870	44.72	44.72
116	167	Filing Sleeves A4 100's	Pack of 100	800	39.13	39.13
117	169	Fingerettes (ideal for sorting or paging documents) S,M,L &XL	Pack	2000	26.07	26.07
118	170	Flip chart markers (12 in pack)	Pack	520	84.89	84.89
119	171	Fold back clips (15mm)	Per Box	10	6.83	6.83
120	172	Fold back clips (19mm)	Per Box	60	7.74	7.74
121	173	Fold back clips (25mm)	Per Box	10	12.56	12.56
122	174	Fold back clips (32mm)	Per Box	10	16.19	16.19
123	175	Fold back clips (41mm)	Per Box	10	28.73	28.73
124	176	Fold back clips (51mm)	Per Box	10	44.85	44.85

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	Blue Train 48 Reg 24	Price After negotiations
125	177	Foldback clips (15mm)	Per Box	10000	6.83	6.83
126	178	Foldback clips (15mm)	Pack	20	6.83	6.83
127	179	Foldback clips (19mm)	Per Box	10020	7.74	7.74
128	180	Foldback clips (25mm)	Per Box	10120	12.56	12.56
129	181	Foldback clips (32mm)	Per Box	10020	16.19	16.19
130	182	Foldback clips (41mm)	Per Box	10020	28.73	28.73
131	183	Foldback clips (51mm)	Per Box	10020	44.85	44.85
132	184	Glue, Prestik 100g	Each	5420	14.17	14.17
133	185	Glue, stick 10g	Pack	20	210.60	210.60
134	186	Glue, stick 20g	Pack	20	88.80	88.80
135	187	Glue, stick 22g	Pack	20	192.86	192.86
136	188	Glue, stick 25g	Pack	20	192.86	192.86
137	190	Glue, stick 40g	Pack	20	171.60	171.60
138	191	Heavy Duty Puncher	Each	1500	305.50	305.50
139	192	Heavy-duty Cutting knife	Pack	5000	143.52	143.52
140	193	Highlighters	Pack	5000	32.31	32.31
141	197	Index sheet, 10 tab cardboard assorted colours	Pack	10020	11.64	11.64
142	198	Index sheet, A4 polydex 7050 numbered A-Z	Pack	12020	16.15	16.15
143	199	Index sheet, A4 polydex 7053 numbered 1-12	Pack	10	14.95	14.95
144	200	Index sheet, A4 PVC 1-10 numbered	Pack	10	12.29	12.29
145	201	Index sheet, A4 PVC January-December	Pack	100	12.29	12.29
146	202	Index sheet, numbered 1-31, PVC	Pack	20	34.39	34.39
147	203	Index sheet, polydex A4, PVC index 1-5	Pack	10	7.63	7.63
148	204	Index Tab	Pack	10	20.15	20.15
149	213	Key Rings	Pack	500	29.90	29.90
150	214	Label computer address labels	Box	5000	40.50	40.50
151	215	Label computer address labels	Pack	320	40.50	40.50
152	216	Label confidential	Box	3200	27.82	27.82
153	217	Label franking machine 105.0mm lg x 37.0mm	Box	10000	746.01	746.01
154	218	Label post it sign here flag	Pack	15500	43.95	43.95
155	219	Label tower 10 mm, Assorted Colours	Pack	20	30.49	30.49
156	220	Label tower 13 mm, Assorted Colours	Pack	20	30.49	30.49
157	221	Label tower 19 mm, Assorted Colours	Pack	20	30.49	30.49
158	222	Label tower 25 mm, Assorted Colours	Pack	20	30.49	30.49

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	Blue Train 48 Reg 24	Price After negotiations
159	223	Label tower 32 mm, Blue	Pack	20	20.15	20.15
160	224	Label tower 32 mm, Green	Pack	20	20.15	20.15
161	225	Label tower 32 mm, Red	Pack	20	20.15	20.15
162	226	Label tower 32 mm, White	Pack	20	20.15	20.15
163	227	Label tower 32 mm, Yellow	Pack	20	20.15	20.15
164	228	Label, urgent, black on red	Pack	11240	28.41	28.41
165	229	Labels Courier	Pack	40	29.38	29.38
166	230	Labels Fragile	Pack	10	69.10	69.10
167	231	Labels Mixed Goods	Pack	1200	36.47	36.47
168	232	Labels Packing Slip Enclosed (40mmx150mm)	Pack	2000	28.67	28.67
169	233	Labels Self Adhesive Green 19mm Rnd (10PK)	Pack	100	31.27	31.27
170	234	Labels Self Adhesive Pink 19mm Rnd (10PK)	Pack	100	31.27	31.27
171	235	Labels Self Adhesive Red 19mm Rnd (10PK)	Pack	100	31.27	31.27
172	236	Labels Self Adhesive Yellow 19 mm Rnd (10PK)	Pack	100	31.27	31.27
173	237	Labels Vaccines (101mmx74mm)	Pack	40	47.97	47.97
174	238	Laminator A3 laminating pouches	Box	6020	246.68	246.68
175	239	Laminator A4 laminating pouches	Box	10920	115.12	115.12
176	240	Laser Tab and Plastic overlay	Pack	20	247.85	247.85
177	243	Letter Openers	Each	1020	16.45	16.45
178	244	Lever Arch Indices	Pack	6040	14.82	14.82
179	245	Lever Arch Storage Unit	Pack	10500	80.73	80.73
180	246	Long hand note book (100 pages) (Exam pad)	Each	5040	18.85	18.85
181	247	Marker felt tip bullet point 100 high performance blue	Each	7020	75.21	75.21
182	248	Marker felt tip bullet point 70 high performance blue	Each	7020	26.78	26.78
183	249	Marker felt tip bullet point 90 high performance blue	Each	7020	26.78	26.78
184	250	Marker felt tip pilot fineliner black	Each	8000	12.53	12.53
185	251	Marker highlighter assorted colours	Pack	7240	47.84	47.84
186	252	Marker highlighter, fluorescent, orange	Each	8600	4.81	4.81
187	253	Marker highlighter, fluorescent, red	Each	8520	4.81	4.81
188	254	Marker highlighter, fluorescent, yellow	Each	8700	4.81	4.81
189	255	Marker highlighter, fluorescent, pink	Each	8700	4.81	4.81
190	256	Marker koki pen assorted colours (12 p/pack)	Pack	14000	50.25	50.25
191	257	Marker pilot fineliner blue	Each	7100	12.53	12.53
192	258	Marker pilot fineliner red	Each	7100	12.53	12.53

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	Blue Train 48 Reg 24	Price After negotiations
193	259	Marker tube type, highlighted fluorescent green	Each	7040	11.77	11.77
194	260	Marker white board marker red	Each	7170	7.03	7.03
195	261	Marker whiteboard black	Each	7170	7.03	7.03
196	262	Marker whiteboard blue	Each	7070	7.03	7.03
197	263	Marker whiteboard, blue, dry wipe, bullet point	Each	7140	7.03	7.03
198	264	Marker, Artline 700 black	Each	7040	26.78	26.78
199	265	Marker, brown, felt, round, replaceable point	Each	7040	7.80	7.80
200	266	Marker, bullet point, dry wipe, red	Each	7020	7.80	7.80
201	267	Marker, maruzen wonder marker 15, blue	Each	7020	11.83	11.83
202	268	Marker, tube type highlighter, blue	Each	7560	11.83	11.83
203	270	Memo Cube and Refills		1000	33.28	33.28
204	272	Minute book code: 644236. Red	Pack	5010	784.49	784.49
205	274	Pad, Writing, A4, ruled	Pack	100	101.66	101.66
206	276	Paper binder (standard size)	Box	3010	49.34	49.34
207	277	Paper clip, metal 77mm Wavy	Box	3200	25.29	25.29
208	278	Paper clip 33mm	Box	3200	5.08	5.08
209	279	Paper clip, metal, 50mm LG	Box	3200	12.61	12.61
210	280	Paper Clips 33mm	Box of 100	2100	5.08	5.08
211	281	Paper Clips 78mm	Box of 50	2000	25.29	25.29
212	282	Paper copying A4 cloral red	Ream	3010	82.81	82.81
213	283	Paper office pad post it 37.5mm x 50.0mm	Pack	60	19.31	19.31
214	284	Paper, carbon pencil, light blue, A4, 100 sheet, 8	Pack	310	94.25	94.25
215	286	Paper, copying, A4, 80g, light yellow	Pack	10	83.85	83.85
216	287	Paper, copying, A4, 80gm, bright blue	Pack	10	83.85	83.85
217	289	Paper, flipchart, white	Box	3120	276.58	276.58
218	290	Paper, office writing paper cube refill for message	Pack	1300	20.80	20.80
219	291	Pen Pentel BK-101 (black) 12/p box	Box	12000	204.88	204.88
220	292	Pen Pentel BK-101 (blue) 12/p box	Box	31000	204.88	204.88
221	293	Pen Pentel BK-101 (Red) 12/p box	Box	9500	204.88	204.88
222	294	Pencil Lead (12 box)	Pack	1520	41.26	41.26
223	295	Pencil Sharpner	Pack	1270	51.68	51.68
224	296	Pencil, mechanical, 0.5mm dia (Pentel BK)	Box	2500	191.82	191.82
225	297	Pencils	Pack	1500	15.25	15.25

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	Blue Train 48 Reg 24	Price After negotiations
226	298	Pencils equivalent to HB 12's	Box	6500	15.25	15.25
227	299	Permanent Markers Assorted colors (Red,Black,Green, Blue)	Pack	20100	64.87	64.87
228	300	Pilot BL-G2-07 Retractable Pen- Red	Box of 12	2000	292.42	292.42
229	301	Pilot G- 2 0.7 Retractable Pen- Black	Box of 12	4000	292.42	292.42
230	302	Pilot Pen Black Bp-s Medium	Pack	2540	290.63	290.63
231	303	Pilot-G2 10 BLACK	Pack	2500	322.40	322.40
232	304	Pilot-G2 10 RED	Pack	1000	322.40	322.40
233	306	Post It Neon Cube 400 sheets 5 Assorted Col	Pack	3600	33.61	33.61
234	307	Post it pad it 75mm lg x 105mm	Pack	3600	17.75	17.75
235	308	Post it pad notes, 75mm x 105mm (large)	Pack	3600	22.20	22.20
236	309	Post it pad notes, 75mm x 130mm	Pack	3600	23.34	23.34
237	310	Post it pad notes, 75mm x 70mm (small)	Pack	3600	11.57	11.57
238	311	Post it pad pop-up note refill	Pack	3600	22.75	22.75
239	312	Post it pad post it, 105mm lg x 75mm	Pack	1600	18.46	18.46
240	313	Post it pad, 653 SA	Pack	6560	11.18	11.18
241	314	Post it pad, 75,0mm x 50,0mm, all colour	Pack	6100	15.67	15.67
242	315	Post it pad, 76mm x 127mm	Pack	6100	21.39	21.39
243	316	Post it pad, 76mm x 76mm	Pack	4600	11.18	11.18
244	317	Post it pad, flag: 25.4mm x 43.6mm green	Pack	1600	59.80	59.80
245	318	Post it pad, flags orange, plastic clear, 25.4mm	Pack	1600	59.80	59.80
246	319	Post it pad, flags: 680-5, plastic clear, yellow	Pack	3600	43.95	43.95
247	320	Post It tape flags, assorted colours	Pack	1600	43.95	43.95
248	321	Post-it labels SIGN HERE	Pack	1600	43.95	43.95
249	322	Post-it notes	Pack	1050	14.50	14.50
250	323	Prestick	Pack	2002	14.30	14.30
251	324	Prestik	Each	10000	11.57	11.57
252	325	Printing Paper	Pack	1800	88.40	88.40
253	326	Pritt	Pack	1510	699.66	699.66
254	327	Pritt Stick 43g Glue Stick	Each	3500	36.66	36.66
255	328	Punch Paper 2 Hole Medium Duty	Pack	2120	50.70	50.70
256	329	Punch, paper, 1 hole	Each	1000	41.99	41.99
257	330	Punch, paper, 2-hole heavy duty	Each	1670	889.53	889.53
258	331	Puncher	Each	4500	37.38	37.38
259	332	Pvc credit card-white	Each	1500	167.70	167.70

No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	Blue Train 48 Reg 24	Price After negotiations
260	333 Red Permanent Markers x 12 per set	Box of 12	3200	50.25	50.25
261	334 Refill Cube Assorted Colours	Pack	1000	35.17	35.17
262	336 Rubbers/ Eraser	Each	8040	1.98	1.98
263	337 Rulers 30cm	Each	7070	2.03	2.03
264	338 Scissors, large orange handle scissors	Each	4560	13.59	13.59
265	339 Scissors'	Pack	1004	162.37	162.37
266	340 Sharpeners	Pack	1010	51.68	51.68
267	341 Sheet, plastic frosted blue A4	Pack	1020	173.42	173.42
268	342 Sheet, plastic, frosted, A4, clear	Pack	1120	156.98	156.98
269	343 Short hand note book (50 pages)	Each	5320	5.68	5.68
270	344 Short hand note book A5 Feint 144pg	Pack	5010	8.19	8.19
271	347 Speed tabs (prestap index)	Pack	20	17.94	17.94
272	348 Staple heavy duty SR-300	Each	1000	77.48	77.48
273	349 Staple remover for giant stapler	Each	4000	76.57	76.57
274	350 Stapler Giant Raipd heavyduty 9	Pack	2510	1,469.00	1,469.00
275	351 Stapler office full stip metal MS-510	Each	4120	47.71	47.71
276	352 Stapler remover	Each	6420	8.26	8.26
277	353 Stapler Size 32/14	Pack	1110	123.11	123.11
278	354 Staplers	Pack	1010	37.70	37.70
279	355 Staples	Pack	1510	13.33	13.33
280	356 Staples 23/6	Each	3500	19.70	19.70
281	357 Staples for Giant Stapler SE-10 9.5mm 1000 Staples	Each	6740	22.88	22.88
282	358 Staples for office stapler 26/6 PCS 5000	Each	8100	13.33	13.33
283	359 Tape cello tape, self-adhesive, 12mm w x 66mm lg	Each	4340	6.24	6.24
284	360 Tape cello tape, self-adhesive, 24mm w x 66mm lg	Pack	3540	7.93	7.93
285	361 Tape, packaging tape 48mm x 100m	Each	2620	21.13	21.13
286	362 Tape, packaging tape 48mm x 50m	Pack	1120	12.35	12.35
287	363 Thumbtack Drawing Pins	Pack	1620	6.18	6.18
288	370 Transparent Packing Tape, 100m x 50mm	Each	500	27.04	27.04
289	371 Tubular Desk Organiser	Pack	5000	16.25	16.25
290	372 Whiteboard liquid cleaner	Each	170	85.48	85.48