



Province of the
EASTERN CAPE
HEALTH

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Umhla:
Date: 27 June 2021

Ifoni:
Telephone: (040) 608 9517

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

Ifaxi:
Facsimile: (086 443 6813)

Imibuzo:
Enquiries: Mr A. Ntshokoma

Email: abonawentshokoma13@gmail.com

***WITHOUT PREJUDICE**

The Members
Must've Books
(Reg No. 2003/040182/23)
U 16 Kalika Street
Vulindlela Heights
Mthatha
5100

Per Tell: 047 532 2758
Per Cell: 082 788 2237
Email: mustvebooks.co.za

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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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
Or Tambo Health District
Joe Gqabi 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-HQ**, 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.

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

- 5.5 In the event that there is a dispute derived of a contradiction between the various documents exchanged between the Department and Supplier, precedence will be given in the following order with the latest document issued and accepted or acknowledged being the correct instruction or interpretation. The sequence of documents ranging from lowest to highest is therefore, Bid invitation, addenda to bid invitation, the supplier response, the letter of award, any contractual format or SLA, purchase orders and site instructions (confirmed in writing).
- 5.6 The parties herein agree that all errors which may be detected at any time of this agreement and which are bona fide and are NOT in the spirit of the whole contract will be brought to the attention of each other and be rectified to be in line with the spirit of the agreement.
- 5.7 Please acknowledge your acceptance of this appointment by signing a copy of this LOA, and return the same to us within seven (7) working days from date hereof to procurement@ecdh.gov.za
- 5.8 Failure to furnish the Department with your written acceptance of this offer within the period stipulated in sub-paragraph 5.7 above and / or delay or refusal to sign the Agreement envisaged in sub- paragraph 5.5 above, within the specified timeframe, will automatically result in the withdrawal of this offer, including any obligation that may have been created thereby.

Yours faithfully


DR. R WAGNER
HEAD OF DEPARTMENT
ECDOH

14/07/2022
DATE

Supplier acknowledgment of Appointment:

I <u>SITHANSILE</u> (name) hereby accept the terms of this appointment and acknowledge that I am appropriately delegated to accept this appointment on behalf of	
<u>MUSTVE BOOKS</u> (Name of bidder).	
<u>SITHANSILE SONAZI</u> Print Name	<u>27/07/2022</u> Date
<u>DIRECTOR</u> Designation	 Signature

Must've Books CC

OR TAMBO HEALTH DISTRICT
JOE GOABI HEALTH DISTRICT

BID NUMBER : SCMUB-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 DISTRICTS TOTAL	Must've Books CC	Price after negotiation
1	1	10 Digit Calculator	Each	260	120.00	120.00
2	2	12 Digit caculator	Each	1600	140.00	140.00
3	3	14 Digit Calculator	Each	1050	160.00	160.00
4	4	16 Digit Calculator	Each	6100	210.00	210.00
5	5	2 Hole Heavy Duty Punch – Black Equivalent to Kangaroo (100 sheets)	Each	2000	1,030.00	1,030.00
6	6	220 mm Stainless Steel Scissors	Each	1800	29.00	29.00
7	7	3-Drawer Tidy Tower for Office 295 mm (l) x 360 mm (w) x 375 mm (h)	Each	1450	316.00	316.00
8	8	3M Sign here stickers 50's	Pack of 50	3100	65.00	65.00
10	11	A4 3 Quire note book	Pack of 5	15150	125.00	125.00
12	16	Archive Boxes	Each	33440	292.00	46.70
13	20	Band, Rubber band, no.10 X 38mm	1 Kg	1100	115.00	115.00
14	21	Band, Rubber band, no.12 X 38mm	1 Kg	5400	115.00	115.00
15	22	Band, Rubber band, no.128 X 38mm	1 Kg	3400	115.00	115.00
16	23	Band, Rubber band, no.14 X 38mm	1 Kg	300	115.00	115.00
17	24	Band, Rubber band, no.16 X 38mm	1 Kg	300	115.00	115.00
18	25	Band, Rubber band, no.18 X 38mm	1 Kg	5520	115.00	115.00
19	26	Band, Rubber band, no.19 X 38mm	1 Kg	300	115.00	115.00

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES - ALL DISTRICTS TOTAL	Must've Books CC	Price after negotiation
20	27	Band, Rubber band, no.22 X 38mm	1 Kg	300	115.00	115.00
21	28	Band, Rubber band, no.32 X 38mm	1 Kg	1650	115.00	115.00
22	29	Band, Rubber band, no.34 X 38mm	1 Kg	6900	115.00	115.00
23	30	Band, Rubber band, no.38 X 38mm	1 Kg	1100	115.00	115.00
24	31	Band, Rubber band, no.64 X 38mm	1 Kg	1400	115.00	115.00
25	32	Band, Rubber band, no.69 X 38mm	1 Kg	400	115.00	115.00
26	33	Band, Rubber band, no.8 X 38mm	1 Kg	1100	115.00	115.00
27	35	Bic Click Medium Pen - Black,Red,Blue, 60's per box	Box	4040	386.40	386.40
28	36	Binding Cover Frosted 180mic	Pack	8400	146.00	146.00
29	37	Binding element, 12mm, Black,blue,green,red, White A4, 21 rings	Box	750	200.00	200.00
30	38	Binding element, 14mm, Black,blue,green,red,white, A4, 21 rings	Box	220	215.00	215.00
31	39	Binding element, 18mm, Black,blue,green,red, White A4, 21 rings	Box	110	230.00	230.00
32	40	Binding element, 22mm, Black,blue,green,red, White A4, 21 rings	Box	110	260.00	260.00
33	41	Binding element, 25mm, Black,blue,green,red, White A4, 21 rings	Box	110	265.00	265.00
34	42	Binding element, 28mm, black	Box	110	265.00	265.00
35	43	Binding element, 32mm, Black,blue,green,red, White A4, 21 rings	Box	110	272.00	272.00
36	44	Binding element, 38mm, Black,blue,green,red, White A4, 21 rings	Box	110	302.00	302.00
37	45	Binding element, 45mm, Black,blue,green,red,White 21 rings	Box	110	330.00	330.00
38	46	Binding element, 6mm, Black, blue,green,red,white, A4, 21 rings	Box	800	200.00	200.00
39	47	Binding element, 8mm, Black,blue,green,red, White A4, 21 rings	Box	40	200.00	200.00
40	48	Binding element, A4, 16mm, blue	Box	330	215.00	215.00
41	49	Binding element, IBICO, 21 rings, 10mm, black (100 in box)	Box	1550	230.00	230.00
42	50	Binding element, IBICO, white, 50mm	Box	550	290.00	290.00

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES - ALL DISTRICTS TOTAL	Must've Books CC	Price after negotiation
43	51	Binding element, rings, 20mm, white (50 in box)	Box	110	290.00	290.00
44	52	Binding element, rings, 51mm, Black,blue,green,red,White	Box	200	320.00	320.00
45	53	Binding element, slide binding, 10mm	Box	50	400.00	400.00
46	54	Binding element, slide binding, 15mm	Box	50	420.00	420.00
47	55	Binding element, slide binding, 7mm	Box	50	390.00	390.00
48	56	Binding element, slide binding, 5mm	Box	50	390.00	390.00
49	57	Black Permanent Markers x 12 per set	Box of 12	2850	78.00	78.00
50	58	Blue Permanent Marker x 12 per set	Box of 12	2050	78.00	78.00
51	59	Book A4 counter books, 96pg	Pack	11400	82.00	82.00
52	60	Book A4, counter books, 192pg	Pack	18572	90.00	90.00
53	61	Book A4, counter books, 288pg	Pack	6100	125.00	125.00
54	62	Book A4, counter books, 384pg	Pack	5700	165.00	165.00
55	63	Book A5, counter books, 128pg	Pack	70	44.00	44.00
56	64	Book A5, counter books, 192pg	Pack	40	44.50	44.50
57	65	Book A5, counter books, 96pg	Pack	40	43.50	43.50
58	66	Box Files	Pack	56000	60.00	60.00
59	67	Brown Tape Buff	Pack	1660	76.50	76.50
60	69	Bulldog Clips (paper bulldog clip STL, 19mm)	Per Box	5020	46.80	46.80
61	71	Business Card Holder 96 Caps	Each	100	5.00	5.00
62	72	C5 Brow Envelopes	Box	6500	396.00	396.00
63	73	Carbon Paper A4 Film Blue 100 Sheet	Pack	1820	95.00	95.00
64	74	Card Bantex, 5912 business card refill	Each	20100	49.00	49.00

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES - ALL DISTRICTS TOTAL	Must've Books CC	Price after negotiation
65	75	Cardboard, A4, Bright Colours 160g (100 in pack)	Pack	5010	130.00	130.00
66	76	Cardboard, A4, Eltaro, white, 160g (100 in pack)	Pack	5030	130.00	130.00
67	77	Cardboard, A4, Pastel Colours 160g (100 in pack)	Pack	5010	130.00	130.00
68	79	Chalk white 100 per individual box	Box	120	22.00	22.00
69	80	Clipboard 150mm	Pack	40	280.00	280.00
70	81	Computer care screen cloth	Per Box	2120	360.00	360.00
71	84	Correction pen, 12ml Pentel ZL31W	Box	120	180.00	180.00
72	85	Correction pen, 4.2ml Pentel ZL72W	Box	520	130.00	130.00
73	86	Correction pen, 7ml Pentel ZL62W	Box	170	156.00	156.00
74	87	Correction tape, pritt, 4.2mm	Each	2720	21.00	21.00
75	88	Cupboard Filling System	Pack	10	23.00	23.00
76	89	Cutter Blades Refills	Pack	40	12.00	12.00
77	90	Cutter Knives	Pack	100	36.00	36.00
78	91	Departmental Delivery Note (Pink)	Pack	1200	110.00	110.00
79	92	Desk letter tray metal	Each	5420	46.00	46.00
80	93	Desk Sharpener	Pack	5100	76.00	76.00
81	94	Divider Cards 10 tap Deep Tint Board	Each	5020	12.00	12.00
82	97	Drawer Organiser		5000	136.00	136.00
83	98	Drawing Pins	Pack	6000	13.00	13.00
84	133	Erasers	Pack	1000	13.60	13.60
85	134	Exam Pad 100 Sheet Punched	Each	3400	215.00	215.00
86	136	Fastener, paper bulldog clip STL, 19mm	Box	13020	32.00	32.00

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES - ALL DISTRICTS TOTAL	Must've Books CC	Price after negotiation
87	137	Fastener, paper clip, 33mm	Box	3060	35.00	35.00
88	138	Fastener, paper Indian Gem Clip	Pack	400	62.00	62.00
89	139	Fastener, Paper Indian Gem clip, Filing laces 102mm	Box	8520	59.00	59.00
90	140	Fastener, Paper Indian Gem clip, Filing laces 127mm	Box	7800	70.00	70.00
91	141	Fastener, Paper Indian Gem clip, Filing laces 152mm	Box	7760	29.00	29.00
92	142	Fastener, Paper Indian Gem clip, Filing laces 26mm	Box	7020	29.00	29.00
93	143	Fastener, Paper Indian Gem clip, Filing laces 38mm	Box	7020	32.00	32.00
94	144	Fastener, Paper Indian Gem clip, Filing laces 40mm	Box	6020	35.00	35.00
95	145	Fastener, Paper Indian Gem clip, Filing laces 51mm	Box	6520	35.00	35.00
96	146	Fastener, Paper Indian Gem clip, Filing laces 63mm	Box	7520	33.00	33.00
97	147	Fastener, Paper Indian Gem clip, Filing laces 76mm	Box	6510	35.00	35.00
98	148	Fastener, Paper Indian Gem clip, Filing laces 89mm	Box	7620	32.00	32.00
99	149	File Dividers (A-Z)	Each	6050	22.00	22.00
100	150	File Dividers Jan to Dec A4	Each	4500	13.00	13.00
101	151	File Dividers Numbers Set of 10	Pack	10520	28.00	28.00
102	152	File Fastener 2 hole metal binder 50 in a box	box	1900	28.00	28.00
103	153	File fasteners pack of 50 SDS steel	Pack	11040	34.00	34.00
104	154	File Fasters 80mm x 50 per set	Box of 50	8500	25.00	25.00
105	155	File Mechanism for box file steel	Pack	5100	55.00	55.00
106	156	File pockets A4 100 in per pack	Pack	10500	36.00	36.00
107	157	File ringbinders (10 in Box)	Box	20	10.00	10.00
108	158	File, 2 ring create a cover 50mm white files	Box	50	23.00	23.00
109	159	File, A4 Dura plus file, assorted colours (no. 2579) (25 in box)	Box	100	23.00	23.00
110	161	File, A4 duraplus file 2579 black	Box	10000	575.00	575.00

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES - ALL DISTRICTS TOTAL	Mustive Books CC	Price after negotiation
111	162	File, A4 duraplus file, assorted colours (no. 2579) (25 in box)	Box	5000	18.00	18.00
112	163	File, A4 pvc 4ring 40mm any colour	Box	120	25.00	25.00
113	164	File, Bantex create a cover assorted colours	Each	10070	575.00	575.00
114	165	File, foodscap suspension file A4 25 in pacwhik	Pack	4350	45.00	45.00
115	166	File, lever Arch file PVC, A4, 50mm	Each	33870	55.00	55.00
116	167	Filling Sleeves A4 100's	Pack of 100	800	62.10	62.10
117	169	Fingerettes (ideal for sorting or paging documents) S,M,L &XL	Pack	2000	78.00	78.00
118	170	Flip chart markers (12 in pack)	Pack	520	24.00	24.00
119	171	Fold back clips (15mm)	Per Box	10	27.00	27.00
120	172	Fold back clips (19mm)	Per Box	60	24.00	24.00
121	173	Fold back clips (25mm)	Per Box	10	28.00	28.00
122	174	Fold back clips (32mm)	Per Box	10	30.00	30.00
123	175	Fold back clips (41mm)	Per Box	10	50.00	50.00
124	176	Fold back clips (51mm)	Per Box	10	24.00	24.00
125	177	Foldback clips (15mm)	Per Box	10000	24.00	24.00
126	178	Foldback clips (15mm)	Pack	20	27.00	27.00
127	179	Foldback clips (19mm)	Per Box	10020	24.00	24.00
128	180	Foldback clips (25mm)	Per Box	10120	28.00	28.00
129	181	Foldback clips (32mm)	Per Box	10020	30.00	30.00
130	182	Foldback clips (41mm)	Per Box	10020	50.00	50.00
131	183	Foldback clips (51mm)	Per Box	10020	28.00	28.00
132	184	Glue, Prestik 100g	Each	5420	106.80	106.80
133	185	Glue, stick 10g	Pack	20	156.00	156.00
134	186	Glue, stick 20g	Pack	20	384.00	384.00

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES - ALL DISTRICTS TOTAL	Must've Books CC	Price after negotiation
135	187	Glue, stick 22g	Pack	20	300.00	300.00
136	188	Glue, stick 25g	Pack	20	336.00	336.00
137	190	Glue, stick 40g	Pack	20	470.00	470.00
138	191	Heavy Duty Puncher	Each	1500	36.00	36.00
139	192	Heavy-duty Cutting knife	Pack	5000	34.00	34.00
140	193	Highlighters	Pack	5000	65.00	65.00
141	197	Index sheet, 10 tab cardboard assorted colours	Pack	10020	32.00	32.00
142	198	Index sheet, A4 polydex 7050 numbered A-Z	Pack	12020	18.00	18.00
143	199	Index sheet, A4 polydex 7053 numbered 1-12	Pack	10	12.00	12.00
144	200	Index sheet, A4 PVC 1-10 numbered	Pack	10	32.00	32.00
145	201	Index sheet, A4 PVC January-December	Pack	100	34.00	34.00
146	202	Index sheet, numbered 1-31, PVC	Pack	20	12.00	12.00
147	203	Index sheet, polydex A4, PVC index 1-5	Pack	10	160.00	160.00
148	204	Index Tab	Pack	10	180.00	180.00
149	213	Key Rings	Pack	500	236.00	236.00
150	214	Label computer address labels	Box	5000	32.00	32.00
151	215	Label computer address labels	Pack	320	1,050.00	215.00
152	216	Label confidential	Box	3200	69.00	69.00
153	217	Label franking machine 105.0mm lg x 37.0mm	Box	10000	17.00	17.00
154	218	Label post it sign here flag	Pack	15500	17.00	17.00
155	219	Label tower 10 mm, Assorted Colours	Pack	20	17.00	17.00
156	220	Label tower 13 mm, Assorted Colours	Pack	20	17.00	17.00
157	221	Label tower 19 mm, Assorted Colours	Pack	20	19.00	19.00
158	222	Label tower 25 mm, Assorted Colours	Pack	20	19.00	19.00

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES - ALL DISTRICTS TOTAL	Must've Books CC	Price after negotiation
159	223	Label tower 32 mm, Blue	Pack	20	19.00	19.00
160	224	Label tower 32 mm, Green	Pack	20	19.00	19.00
161	225	Label tower 32 mm, Red	Pack	20	19.00	19.00
162	226	Label tower 32 mm, White	Pack	20	28.00	28.00
163	227	Label tower 32 mm, Yellow	Pack	20	36.00	36.00
164	228	Label, urgent, black on red	Pack	11240	36.00	36.00
165	229	Labels Courier	Pack	40	48.00	48.00
166	230	Labels Fragile	Pack	10	26.00	26.00
167	231	Labels Mixed Goods	Pack	1200	18.00	18.00
168	232	Labels Packing Slip Enclosed (40mmx150mm)	Pack	2000	18.00	18.00
169	233	Labels Self Adhesive Green 19mm Rnd (10PK)	Pack	100	18.00	18.00
170	234	Labels Self Adhesive Pink 19mm Rnd (10PK)	Pack	100	18.00	18.00
171	235	Labels Self Adhesive Red 19mm Rnd (10PK)	Pack	100	36.00	36.00
172	236	Labels Self Adhesive Yellow 19 mm Rnd (10PK)	Pack	100	260.00	260.00
173	237	Labels Vaccines (101mmx74mm)	Pack	40	145.00	145.00
174	238	Laminator A3 laminating pouches	Box	6020	160.00	160.00
175	239	Laminator A4 laminating pouches	Box	10920	2,870.00	2,870.00
176	240	Laser Tab and Plastic overlay	Pack	20	395.00	395.00
177	243	Letter Openers	Each	1020	420.00	420.00
178	244	Lever Arch Indices	Pack	6040	26.00	26.00
179	245	Lever Arch Storage Unit	Pack	10500	25.00	25.00
180	246	Long hand note book (100 pages) (Exam pad)	Each	5040	29.00	29.00
181	247	Marker felt tip bullet point 100 high performance blue	Each	7020	29.00	29.00

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES - ALL DISTRICTS TOTAL	Must've Books CC	Price after negotiation
182	248	Marker felt tip bullet point 70 high performance blue	Each	7020	16.00	16.00
183	249	Marker felt tip bullet point 90 high performance blue	Each	7020	9.50	9.50
184	250	Marker felt tip pilot fineliner black	Each	8000	9.50	9.50
185	251	Marker highlighter assorted colours	Pack	7240	9.50	9.50
186	252	Marker highlighter, fluorescent, orange	Each	8600	9.50	9.50
187	253	Marker highlighter, fluorescent, red	Each	8520	9.50	9.50
188	254	Marker highlighter, fluorescent, yellow	Each	8700	8.50	8.50
189	255	Marker highlighter, fluorescent, pink	Each	8700	16.00	16.00
190	256	Marker koki pen assorted colours (12 p/pack)	Pack	14000	16.00	16.00
191	257	Marker pilot fineliner blue	Each	7100	18.00	18.00
192	258	Marker pilot fineliner red	Each	7100	16.00	16.00
193	259	Marker tube type, highlighted fluorescent green	Each	7040	16.00	16.00
194	260	Marker white board marker red	Each	7170	16.00	16.00
195	261	Marker whiteboard black	Each	7170	16.00	16.00
196	262	Marker whiteboard blue	Each	7070	29.00	29.00
197	263	Marker whiteboard, blue, dry wipe, bullet point	Each	7140	8.50	8.50
198	264	Marker, Artline 700 black	Each	7040	8.50	8.50
199	265	Marker, brown, felt, round, replaceable point	Each	7040	8.50	8.50
200	266	Marker, bullet point, dry wipe, red	Each	7020	8.50	8.50
201	267	Marker, maruzen wonder marker 15, blue	Each	7020	129.00	129.00
202	268	Marker, tube type highlighter, blue	Each	7560	22.00	22.00
203	270	Memo Cube and Refills		1000	452.00	452.00
204	272	Minute book code: 644236. Red	Pack	5010	780.00	780.00
205	274	Pad, Writing, A4, ruled	Pack	100	49.00	49.00
206	276	Paper binder (standard size)	Box	3010	10.00	10.00
207	277	Paper clip , metal 77mm Wavy	Box	3200	49.00	49.00
208	278	Paper clip 33mm	Box	3200	10.00	10.00
209	279	Paper clip, metal, 50mm LG	Box	3200	49.00	49.00
210	280	Paper Clips 33mm	Box of 100	2100	210.00	210.00
211	281	Paper Clips 78mm	Box of 50	2000	14.00	14.00
212	282	Paper copying A4 cloral red	Ream	3010	185.00	185.00

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES - ALL DISTRICTS TOTAL	Must've Books CC	Price after negotiation
213	283	Paper office pad post it 37.5mm x 50.0mm	Pack	60	320.00	320.00
214	284	Paper, carbon pencil, light blue, A4, 100 sheet, 8	Pack	310	210.00	210.00
215	286	Paper, copying, A4, 80g, light yellow	Pack	10	260.00	260.00
216	287	Paper, copying, A4, 80gm, bright blue	Pack	10	90.00	90.00
217	289	Paper, flipchart, white	Box	3120	384.00	384.00
218	290	Paper, office writing paper cube refill for message	Pack	1300	384.00	384.00
219	291	Pen Pentel BK-101 (black) 12/p box	Box	12000	384.00	384.00
220	292	Pen Pentel BK-101 (blue) 12/p box	Box	31000	36.00	36.00
221	293	Pen Pentel BK-101 (Red) 12/p box	Box	9500	72.00	72.00
222	294	Pencil Lead (12 box)	Pack	1520	144.00	144.00
223	295	Pencil Sharpner	Pack	1270	36.00	36.00
224	296	Pencil, mechanical, 0.5mm dia (Pentel BK)	Box	2500	120.00	120.00
225	297	Pencils	Pack	1500	34.00	34.00
226	298	Pencils equivalent to HB 12's	Box	6500	384.00	384.00
227	299	Permanent Markers Assorted colors (Red,Black,Green, Blue)	Pack	20100	384.00	384.00
228	300	Pilot BL-G2-07 Retractable Pen- Red	Box of 12	2000	240.00	240.00
229	301	Pilot G- 2 0.7 Retractable Pen- Black	Box of 12	4000	384.00	384.00
230	302	Pilot Pen Black Bp-s Medium	Pack	2540	384.00	384.00
231	303	Pilot-G2 10 BLACK	Pack	2500	2,750.00	396.00
232	304	Pilot-G2 10 RED	Pack	1000	65.00	65.00
233	306	Post It Neon Cube 400 sheets 5 Assorted Col	Pack	3600	16.00	16.00
234	307	Post it pad it 75mm lg x 105mm	Pack	3600	30.00	30.00
235	308	Post it pad notes, 75mm x 105mm (large)	Pack	3600	16.00	16.00
236	309	Post it pad notes, 75mm x 130mm	Pack	3600	18.00	18.00
237	310	Post it pad notes, 75mm x 70mm (small)	Pack	3600	16.00	16.00
238	311	Post it pad pop-up note refill	Pack	3600	26.00	26.00
239	312	Post it pad post it, 105mm lg x 75mm	Pack	1600	21.00	21.00
240	313	Post it pad, 653 SA	Pack	6560	29.00	29.00
241	314	Post it pad, 75,0mm x 50.0mm, all colour	Pack	6100	16.00	16.00
242	315	Post it pad, 76mm x 127mm	Pack	6100	26.00	26.00
243	316	Post it pad, 76mm x 76mm	Pack	4600	22.50	22.50

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES - ALL DISTRICTS TOTAL	Must've Books CC	Price after negotiation
244	317	Post it pad, flag: 25.4mm x 43.6mm green	Pack	1600	26.00	26.00
245	318	Post it pad, flags orange, plastic clear, 25.4mm	Pack	1600	23.50	23.50
246	319	Post it pad, flags: 680-5, plastic clear, yellow	Pack	3600	69.00	69.00
247	320	Post It tape flags, assorted colours	Pack	1600	13.00	13.00
248	321	Post-it labels SIGN HERE	Pack	1600	19.00	19.00
249	322	Post-It notes	Pack	1050	19.00	19.00
250	323	Prestick	Pack	2002	85.00	85.00
251	324	Prestik	Each	10000	42.00	42.00
252	325	Printing Paper	Pack	1800	42.00	42.00
253	326	Pritt	Pack	1510	60.00	60.00
254	327	Pritt Stick 43g Glue Stick	Each	3500	210.00	210.00
255	328	Punch Paper 2 Hole Medium Duty	Pack	2120	490.00	490.00
256	329	Punch, paper, 1 hole	Each	1000	49.00	49.00
257	330	Punch, paper, 2-hole heavy duty	Each	1670	5.00	5.00
258	331	Puncher	Each	4500	102.00	102.00
259	332	Pvc credit card-white	Each	1500	28.00	28.00
260	333	Red Permanent Markers x 12 per set	Box of 12	3200	1,998.00	1,998.00
261	334	Refill Cube Assorted Colours	Pack	1000	3.00	3.00
262	336	Rubbers/ Eraser	Each	8040	25.00	25.00
263	337	Rulers 30cm	Each	7070	25.00	25.00
264	338	Scissors, large orange handle scissors	Each	4560	72.00	72.00
265	339	Scissors'	Pack	1004	175.00	175.00
266	340	Sharpeners	Pack	1010	210.00	210.00
267	341	Sheet, plastic frosted blue A4	Pack	1020	42.00	42.00
268	342	Sheet, plastic, frosted, A4, clear	Pack	1120	27.00	27.00
269	343	Short hand note book (50 pages)	Each	5320	42.00	42.00
270	344	Short hand note book A5 Feint 144pg	Pack	5010	42.00	42.00
271	347	Speed tabs (prestab index)	Pack	20	110.00	110.00
272	348	Staple heavy duty SR-300	Each	1000	1,410.00	1,410.00
273	349	Staple remover for giant stapler	Each	4000	60.00	60.00

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES - ALL DISTRICTS TOTAL	Must've Books CC	Price after negotiation
274	350	Stapler Giant Raipd heavyduty 9	Pack	2510	13.00	13.00
275	351	Stapler office full stlp metal MS-510	Each	4120	60.00	60.00
276	352	Stapler remover	Each	6420	60.00	60.00
277	353	Stapler Size 32/14	Pack	1110	18.00	18.00
278	354	Staplers	Pack	1010	36.00	36.00
279	355	Staples	Pack	1510	42.00	42.00
280	356	Staples 23/6	Each	3500	20.00	20.00
281	357	Staples for Giant Stapler SE-10 9.5mm 1000 Staples	Each	6740	5.00	5.00
282	358	Staples for office stapler 26/6 PCS 5000	Each	8100	60.00	60.00
283	359	Tape cello tape, self-adhesive, 12mm w x 66mm lg	Each	4340	39.00	39.00
284	360	Tape cello tape, self-adhesive, 24mm w x 66mm lg	Pack	3540	648.00	648.00
285	361	Tape, packaging tape 48mm x 100m	Each	2620	22.00	22.00
286	362	Tape, packaging tape 48mm x 50m	Pack	1120	2,295.00	19.00
287	363	Thumbtack Drawing Pins	Pack	1620	1,885.00	16.00
288	370	Transparent Packing Tape, 100m x 50mm	Each	500	110.00	110.00
289	371	Tubular Desk Organiser	Pack	5000	1,832.00	21.00
290	372	Whiteboard liquid cleaner	Each	170	13.50	13.50