



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: abongwenntshokoma13@gmail.com

*WITHOUT PREJUDICE

The Members
UNI-COPY AND STATIONERS cc
(Reg No. 1996/054650/23)
P.O Box 181127
Dalebridge
4014

Per Cell: 083 204 8557
Email: sales@unicopy.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.

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.

DISTRICT AWARDED
Buffalo City Metro Health District
Amathole Metro Health District
OR Tambo Health District
Alfred Nzo 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.

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 arno.cembi@echealth.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

14/12/2022
DATE

Supplier acknowledgment of Appointment:

I A. Moodley (name) hereby accept the terms of this appointment and acknowledge that I am appropriately delegated to accept this appointment on behalf of UNICOP7 & STATIONERS (Name of bidder).

A. Moodley
Print Name

27/02/2022
Date

member
Designation


Signature

UNI-COPY AND STATIONERS CC

BUFFALO CITY METRO HEALTH DISTRICT
AMATHOLE METRO HEALTH DISTRICT
OR TAMBO HEALTH DISTRICT
ALFRED NZO METRO HEALTH DISTRICT

BID NUMBER : SCM3-21/22-0247-40 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	UNI-COPY AND STATIONERS CC	
1	1	10 Digit Calculator	Each	266	147.20	
2	2	12 Digit Calculator	Each	1600	239.20	
3	3	14 Digit Calculator	Each	1050	313.95	
4	4	16 Digit Calculator	Each	6100	918.16	
5	5	2 Hole Heavy Duty Punch – Black Equivalent to Kangaroo (100 sheets)	Each	2000	449.94	
6	6	220 mm Stainless Steel Scissors	Each	1800	19.82	
7	7	3-Drawer Tidy Tower for Office 295 mm (l) x 360 mm (w) x 375 mm (h)	Each	1450	725.36	
8	8	3M Sign here stickers 50's	Pack of 50	3100	42.32	
10	11	A4 3 Quire note book	Pack of 5	15150	33.47	each
12	16	Archive Boxes	Each	33440	11.96	
13	20	Band, Rubber band, no.10 X 38mm	1 Kg	1100	138.00	
14	21	Band, Rubber band, no.12 X 38mm	1 Kg	5400	138.00	
15	22	Band, Rubber band, no.128 X 38mm	1 Kg	3400	138.00	100 gram
16	23	Band, Rubber band, no.14 X 38mm	1 Kg	300	138.00	
17	24	Band, Rubber band, no.16 X 38mm	1 Kg	300	155.25	
18	25	Band, Rubber band, no.18 X 38mm	1 Kg	5520	138.00	
19	26	Band, Rubber band, no.19 X 38mm	1 Kg	300	138.00	
20	27	Band, Rubber band, no.22 X 38mm	1 Kg	300	138.00	
21	28	Band, Rubber band, no.32 X 38mm	1 Kg	1650	155.25	

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	UNI-COPY AND STATIONERS CC	
22	29	Band, Rubber band, no.34 X 38mm	1 Kg	6900	138.00	
23	30	Band, Rubber band, no.38 X 38mm	1 Kg	1100	138.00	
24	31	Band, Rubber band, no.64 X 38mm	1 Kg	1400	138.00	
25	32	Band, Rubber band, no.69 X 38mm	1 Kg	400	138.00	
26	33	Band, Rubber band, no.8 X 38mm	1 Kg	1100	155.25	
27	35	Bic Click Medium Pen - Black,Red,Blue, 50's per box	Box	4040	8.74	535.80 blue
28	36	Binding Cover Frosted 180mic	Pack	8400	245.99	
29	37	Binding element, 12mm, Black,blue,green,red, White A4, 21 rings	Box	750	160.66	
30	38	Binding element, 14mm, Black,blue,green,red,white, A4, 21 rings	Box	220	211.60	
31	39	Binding element, 18mm, Black,blue,green,red, White A4, 21 rings	Box	110	305.79	
32	40	Binding element, 22mm, Black,blue,green,red, White A4, 21 rings	Box	110	367.54	
33	41	Binding element, 25mm, Black,blue,green,red, White A4, 21 rings	Box	110	294.40	
34	42	Binding element, 28mm, black	Box	110	266.80	
35	43	Binding element, 32mm, Black,blue,green,red, White A4, 21 rings	Box	110	322.00	
36	44	Binding element, 38mm, Black,blue,green,red, White A4, 21 rings	Box	110	441.60	
37	45	Binding element, 45mm, Black,blue,green,red,White 21 rings	Box	110	441.60	
38	46	Binding element, 6mm, Black, blue,green,red,white, A4, 21 rings	Box	800	92.00	
39	47	Binding element, 8mm, Black,blue,green,red, White A4, 21 rings	Box	40	119.60	
40	48	Binding element, A4, 16mm, blue	Box	330	251.51	
41	49	Binding element, IBICO, 21 rings, 10mm, black (100 in box)	Box	1550	119.60	
42	50	Binding element, IBICO, white, 50mm	Box	550	460.00	
43	51	Binding element, rings, 20mm, white (50 in box)	Box	110	294.40	
44	52	Binding element, rings, 51mm, Black,blue,green,red,White	Box	200	358.80	
45	53	Binding element, slide binding, 10mm	Box	50	45.43	
46	54	Binding element, slide binding, 15mm	Box	50	45.43	
47	55	Binding element, slide binding, 7mm	Box	50	45.43	

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	UNI-COPY AND STATIONERS CC	
48	56	Binding element, slide binding, 5mm	Box	50	45.43	
49	57	Black Permanent Markers x 12 per set	Box of 12	2850	18.98	
50	58	Blue Permanent Marker x 12 per set	Box of 12	2050	18.98	
51	59	Book A4 counter books, 96pg	Pack	11400	15.81	pack 5
52	60	Book A4, counter books, 192pg	Pack	18572	24.67	pack 5
53	61	Book A4, counter books, 288pg	Pack	6100	33.47	pack 5
54	62	Book A4, counter books, 384pg	Pack	5700	48.93	pack 5
55	63	Book A5, counter books, 128pg	Pack	70	14.38	pack 5
56	64	Book A5, counter books, 192pg	Pack	40	14.38	pack 5
57	65	Book A5, counter books, 96pg	Pack	40	9.20	pack 5
58	66	Box Files	Pack	56000	115.92	
59	67	Brown Tape Buff	Pack	1660	14.90	
60	69	Bulldog Clips (paper bulldog clip ST1, 19mm)	Per Box	5020	1.50	
61	71	Business Card Holder 96 Caps	Each	100	127.71	
62	72	C5 Brow Envelopes	Box	6500	285.20	
63	73	Carbon Paper A4 Film Blue 100 Sheet	Pack	1820	92.00	
64	74	Card Bantex, 5912 business card refill	Each	20100	123.05	
65	75	Cardboard, A4, Bright Colours 160g (100 in pack)	Pack	5010	110.40	
66	76	Cardboard, A4, Eltaro, white, 160g (100 in pack)	Pack	5030	67.56	
67	77	Cardboard, A4, Pastel Colours 160g (100 in pack)	Pack	5010	64.40	
68	79	Chalk white 100 per individual box	Box	120	34.44	
69	80	Clipboard 150mm	Pack	40	26.68	
70	81	Computer care screen cloth	Per Box	2120	73.60	
71	84	Correction pen, 12ml Pentel ZL31W	Box	120	52.44	box 24
72	85	Correction pen, 4.2ml Pentel ZL72W	Box	520	39.79	box 24
73	86	Correction pen, 7ml Pentel ZL62W	Box	170	45.31	box 24
74	87	Correction tape, pritt, 4.2mm	Each	2720	49.80	
75	88	Cupboard Filling System	Pack	10	4,598.85	

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES ALL DISTRICT TOTAL	UNI-COPY AND STATIONERS CC	
76	89	Cutter Blades Refills	Pack	40	14.15	
77	90	Cutter Knives	Pack	100	16.56	
78	91	Departmental Delivery Note (Pink)	Pack	1200	-	
79	92	Desk letter tray metal	Each	5420	524.03	
80	93	Desk Sharpener	Pack	5100	165.60	
81	94	Divider Cards 10 tap Deep Tint Board	Each	5020	15.35	
82	97	Drawer Organiser		5000	85.10	
83	98	Drawing Pins	Pack	6000	13.80	
84	133	Erasers	Pack	1000	3.34	box of 24
85	134	Exam Pad 100 Sheet Punched	Each	3400	18.06	
86	136	Fastener, paper bulldog clip ST1, 19mm	Box	13020	23.92	
87	137	Fastener, paper clip, 33mm	Box	3060	5.06	
88	138	Fastener, paper Indian Gem Clip	Pack	400	47.15	
89	139	Fastener, Paper Indian Gem clip, Filing laces 102mm	Box	8520	55.20	
90	140	Fastener, Paper Indian Gem clip, Filing laces 127mm	Box	7800	55.20	
91	141	Fastener, Paper Indian Gem clip, Filing laces 152mm	Box	7760	58.88	
92	142	Fastener, Paper Indian Gem clip, Filing laces 26mm	Box	7020	44.16	
93	143	Fastener, Paper Indian Gem clip, Filing laces 38mm	Box	7020	46.00	
94	144	Fastener, Paper Indian Gem clip, Filing laces 40mm	Box	6020	48.88	
95	145	Fastener, Paper Indian Gem clip, Filing laces 51mm	Box	6520	49.45	
96	146	Fastener, Paper Indian Gem clip, Filing laces 63mm	Box	7520	51.75	
97	147	Fastener, Paper Indian Gem clip, Filing laces 76mm	Box	6510	51.75	
98	148	Fastener, Paper Indian Gem clip, Filing laces 89mm	Box	7620	52.90	
99	149	File Dividers (A-Z)	Each	6050	22.08	
100	150	File Dividers Jan to Dec A4	Each	4500	20.01	
101	151	File Dividers Numbers Set of 10	Pack	10520	15.47	
102	152	File Fastener 2 hole metal binder 50 in a box	box	1900	25.59	
103	153	File fasteners pack of 50 SDS steel	Pack	11040	25.59	

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES ALL DISTRICT TOTAL	UNI-COPY AND STATIONERS CC	
104	154	File Fasters 80mm x 50 per set	Box of 50	8500	25.59	
105	155	File Mechanism for box file steel	Pack	5100	25.59	
106	156	File pockets A4 100 in per pack	Pack	10500	51.52	
107	157	File ringbinders (10 in Box)	Box	20	51.41	
108	158	File, 2 ring create a cover 50mm white files	Box	50	68.37	
109	159	File, A4 Dura plus file, assorted colours (no. 2579) (25 in box)	Box	100	51.41	
110	161	File, A4 duraplus file 2579 black	Box	10000	51.41	
111	162	File, A4 duraplus file, assorted colours (no. 2579) (25 in box)	Box	5000	76.82	
112	163	File, A4 pvc 4ring 40mm any colour	Box	120	84.30	box 25
113	164	File, Bantex create a cover assorted colours	Each	10070	73.31	
114	165	File, foolscap suspension file A4 25 in packwhk	Pack	4350	275.37	
115	166	File, lever Arch file PVC, A4, 50mm	Each	33870	76.82	pack 25
116	167	Filling Sleeves A4 100's	Pack of 100	800	51.52	
117	169	Fingerettes (ideal for sorting or paging documents) S,M,L 8XL	Pack	2000	6.56	
118	170	Flip chart markers (12 in pack)	Pack	520	69.00	
119	171	Fold back clips (15mm)	Per Box	10	-	
120	172	Fold back clips (19mm)	Per Box	60	1.27	
121	173	Fold back clips (25mm)	Per Box	10	1.61	
122	174	Fold back clips (32mm)	Per Box	10	2.13	
123	175	Fold back clips (41mm)	Per Box	10	3.05	
124	176	Fold back clips (51mm)	Per Box	10	4.95	
125	177	Foldback clips (15mm)	Per Box	10000	-	
126	178	Foldback clips (15mm)	Pack	20	-	
127	179	Foldback clips (19mm)	Per Box	10020	1.27	
128	180	Foldback clips (25mm)	Per Box	10120	1.61	
129	181	Foldback clips (32mm)	Per Box	10020	2.13	
130	182	Foldback clips (41mm)	Per Box	10020	3.05	
131	183	Foldback clips (51mm)	Per Box	10020	4.95	
132	184	Glue, Prestik 100g	Each	5420	26.57	

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	UNI-COPY AND STATIONERS CC
133	185	Glue, stick 10g	Pack	20	18.29
134	186	Glue, stick 20g	Pack	20	33.01
135	187	Glue, stick 22g	Pack	20	41.06
136	188	Glue, stick 25g	Pack	20	33.01
137	190	Glue, stick 40g	Pack	20	59.80
138	191	Heavy Duty Puncher	Each	1500	449.94
139	192	Heavy-duty Cutting knife	Pack	5000	55.20
140	193	Highlighters	Pack	5000	46.00
141	197	Index sheet, 10 tab cardboard assorted colours	Pack	10020	15.35
142	198	Index sheet, A4 polydex 7050 numbered A-Z	Pack	12020	41.40
143	199	Index sheet, A4 polydex 7053 numbered 1-12	Pack	10	19.78
144	200	Index sheet, A4 PVC 1-10 numbered	Pack	10	15.47
145	201	Index sheet, A4 PVC January-December	Pack	100	17.37
146	202	Index sheet, numbered 1-31, PVC	Pack	20	44.16
147	203	Index sheet, polydex A4, PVC index 1-5	Pack	10	14.38
148	204	Index Tab	Pack	10	50.31
149	213	Key Rings	Pack	500	2.20
150	214	Label computer address labels	Box	5000	39.00
151	215	Label computer address labels	Pack	320	39.00
152	216	Label confidential	Box	3200	22.00
153	217	Label franking machine 105.0mm lg x 37.0mm	Box	10000	271.50
154	218	Label post it sign here flag	Pack	15500	54.80
155	219	Label tower 10 mm, Assorted Colours	Pack	20	18.50
156	220	Label tower 13 mm, Assorted Colours	Pack	20	18.50
157	221	Label tower 19 mm, Assorted Colours	Pack	20	18.50
158	222	Label tower 25 mm, Assorted Colours	Pack	20	18.50
159	223	Label tower 32 mm, Blue	Pack	20	18.50
160	224	Label tower 32 mm, Green	Pack	20	18.50
161	225	Label tower 32 mm, Red	Pack	20	18.50

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES ALL DISTRICT TOTAL	UNI-COPY AND STATIONERS CC	
162	226	Label tower 32 mm, White	Pack	20	18.50	
163	227	Label tower 32 mm, Yellow	Pack	20	18.50	
164	228	Label, urgent, black on red	Pack	11240	239.65	
165	229	Labels Courier	Pack	40	71.50	
166	230	Labels Fragile	Pack	10	239.65	
167	231	Labels Mixed Goods	Pack	1200	129.61	
168	232	Labels Packing Slip Enclosed (40mmx150mm)	Pack	2000	91.66	
169	233	Labels Self Adhesive Green 19mm Rnd (10PK)	Pack	100	21.28	
170	234	Labels Self Adhesive Pink 19mm Rnd (10PK)	Pack	100	21.28	
171	235	Labels Self Adhesive Red 19mm Rnd (10PK)	Pack	100	21.28	
172	236	Labels Self Adhesive Yellow 19 mm Rnd (10PK)	Pack	100	21.28	
173	237	Labels Vaccines (101mmx74mm)	Pack	40	312.23	
174	238	Laminator A3 laminating pouches	Box	6020	304.98	
175	239	Laminator A4 laminating pouches	Box	10920	153.64	
176	240	Laser Tab and Plastic overlay	Pack	20	50.31	
177	243	Letter Openers	Each	1020	23.17	
178	244	Lever Arch Indices	Pack	6040	29.33	
179	245	Lever Arch Storage Unit	Pack	10500	128.00	
180	246	Long hand note book (100 pages) (Exam pad)	Each	5040	18.06	
181	247	Marker felt tip bullet point 100 high performance blue	Each	7020	18.98	
182	248	Marker felt tip bullet point 70 high performance blue	Each	7020	36.23	
183	249	Marker felt tip bullet point 90 high performance blue	Each	7020	36.23	
184	250	Marker felt tip pilot fineliner black	Each	8000	22.08	
185	251	Marker highlighter assorted colours	Pack	7240	92.00	
186	252	Marker highlighter, fluorescent, orange	Each	8600	8.63	
187	253	Marker highlighter, fluorescent, red	Each	8520	8.63	
188	254	Marker highlighter, fluorescent, yellow	Each	8700	8.63	
189	255	Marker highlighter, fluorescent, pink	Each	8700	8.63	
190	256	Marker koki pen assorted colours (12 p/pack)	Pack	14000	434.76	

No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES ALL DISTRICT TOTAL	UNI-COPY AND STATIONERS CC	
191	257 Marker pilot fineliner blue	Each	7100	22.08	
192	258 Marker pilot fineliner red	Each	7100	22.08	
193	259 Marker tube type, highlighted fluorescent green	Each	7040	17.48	
194	260 Marker white board marker red	Each	7170	32.20	
195	261 Marker whiteboard black	Each	7170	32.20	
196	262 Marker whiteboard blue	Each	7070	32.20	
197	263 Marker whiteboard, blue, dry wipe, bullet point	Each	7140	32.20	
198	264 Marker, Artline 700 black	Each	7040	36.23	
199	265 Marker, brown, felt, round, replaceable point	Each	7040	36.23	
200	266 Marker, bullet point, dry wipe, red	Each	7020	36.23	
201	267 Marker, maruzen wonder marker 15, blue	Each	7020	17.25	
202	268 Marker, tube type highlighter, blue	Each	7560	18.98	
203	270 Memo Cube and Refills		1000	24.67	
204	272 Minute book code: 644236. Red	Pack	5010	487.60	
205	274 Pad, Writing, A4, ruled	Pack	100	18.06	
206	276 Paper binder (standard size)	Box	3010	4.95	
207	277 Paper clip, metal 77mm Wavy	Box	3200	30.82	
208	278 Paper clip 33mm	Box	3200	5.06	
209	279 Paper clip, metal, 50mm LG	Box	3200	20.24	
210	280 Paper Clips 33mm	Box of 100	2100	12.88	
211	281 Paper Clips 78mm	Box of 50	2000	30.82	
212	282 Paper copying A4 cloral red	Ream	3010	212.75	
213	283 Paper office pad post it 37.5mm x 50.0mm	Pack	60	6.33	
214	284 Paper, carbon pencil, light blue, A4, 100 sheet, 8	Pack	310	92.00	
215	286 Paper, copying, A4, 80g, light yellow	Pack	10	189.75	
216	287 Paper, copying, A4, 80gm, bright blue	Pack	10	189.75	
217	289 Paper, flipchart, white	Box	3120	57.96	
218	290 Paper, office writing paper cube refill for message	Pack	1300	24.67	
219	291 Pen Pentel BK-101 (black) 12/p box	Box	12000	20.99	

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	UNIT-COPY AND STATIONERS CC
220	292	Pen Pentel BK-101 (blue) 12/p box	Box	31000	20.99
221	293	Pen Pentel BK-101 (Red) 12/p box	Box	9500	20.99
222	294	Pencil Lead (12 box)	Pack	1520	27.43
223	295	Pencil Sharpner	Pack	1270	4.03
224	296	Pencil, mechanical, 0.5mm dia (Pentel BK)	Box	2500	7.94
225	297	Pencils	Pack	1500	2.88
226	298	Pencils equivalent to HB 12's	Box	6500	13.92
227	299	Permanent Markers Assorted colors (Red,Black,Green, Blue)	Pack	20100	69.58
228	300	Pilot BL-G2-07 Retractable Pen- Red	Box of 12	2000	33.01
229	301	Pilot G- 2 0.7 Retractable Pen- Black	Box of 12	4000	33.01
230	302	Pilot Pen Black Bp-s Medium	Pack	2540	17.48
231	303	Pilot-G2 10 BLACK	Pack	2500	31.63
232	304	Pilot-G2 10 RED	Pack	1000	31.63
233	306	Post It Neon Cube 400 sheets 5 Assorted Col	Pack	3600	55.20
234	307	Post it pad it 75mm Ig x 105mm	Pack	3600	13.23
235	308	Post it pad notes, 75mm x 105mm (large)	Pack	3600	13.23
236	309	Post it pad notes, 75mm x 130mm	Pack	3600	33.41
237	310	Post it pad notes, 75mm x 70mm (small)	Pack	3600	17.83
238	311	Post it pad pop-up note refill	Pack	3600	34.79
239	312	Post it pad post it, 105mm Ig x 75mm	Pack	1600	9.43
240	313	Post it pad, 653 SA	Pack	6560	148.75
241	314	Post it pad, 75,0mm x 50.0mm, all colour	Pack	6100	102.06
242	315	Post it pad, 76mm x 127mm	Pack	6100	18.98
243	316	Post it pad, 76mm x 76mm	Pack	4600	17.83
244	317	Post it pad, flag: 25.4mm x 43.6mm green	Pack	1600	52.67
245	318	Post it pad, flags orange, plastic clear, 25.4mm	Pack	1600	51.35
246	319	Post it pad, flags: 680-5, plastic clear, yellow	Pack	3600	57.90
247	320	Post It tape flags, assorted colours	Pack	1600	86.77
248	321	Post-it labels SIGN HERE	Pack	1600	63.02

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	UNI-COPY AND STATIONERS CC	
249	322	Post-It notes	Pack	1050	17.83	
250	323	Prestick	Pack	2002	14.38	
251	324	Prestik	Each	10000	14.38	
252	325	Printing Paper	Pack	1800	63.83	
253	326	Pritt	Pack	1510	41.06	pack 12
254	327	Pritt Stick 43g Glue Stick	Each	3500	59.80	pack 12
255	328	Punch Paper 2 Hole Medium Duty	Pack	2120	64.40	
256	329	Punch, paper, 1 hole	Each	1000	373.75	
257	330	Punch, paper, 2-hole heavy duty	Each	1670	449.94	
258	331	Puncher	Each	4500	106.55	
259	332	Pvc credit card-white	Each	1500	235.75	
260	333	Red Permanent Markers x 12 per set	Box of 12	3200	10.93	
261	334	Refill Cube Assorted Colours	Pack	1000	43.24	
262	336	Rubbers/ Eraser	Each	8040	3.34	
263	337	Rulers 30cm	Each	7070	3.47	
264	338	Scissors, large orange handle scissors	Each	4560	19.32	
265	339	Scissors'	Pack	1004	18.86	
266	340	Sharpeners	Pack	1010	4.03	
267	341	Sheet, plastic frosted blue A4	Pack	1020	266.23	
268	342	Sheet, plastic, frosted, A4, clear	Pack	1120	245.99	
269	343	Short hand note book (50 pages)	Each	5320	14.38	
270	344	Short hand note book A5 Feint 144pg	Pack	5010	14.38	
271	347	Speed tabs (prestab index)	Pack	20	50.31	
272	348	Staple heavy duty SR-300	Each	1000	92.00	
273	349	Staple remover for giant stapler	Each	4000	128.80	
274	350	Stapler Giant Raipd heavyduty 9	Pack	2510	1,805.50	
275	351	Stapler office full stip metal MS-510	Each	4120	139.50	
276	352	Stapler remover	Each	6420	10.93	
277	353	Stapler Size 32/14	Pack	1110	27.77	

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES-ALL DISTRICT TOTAL	UNI-COPY AND STATIONERS CC	
278	354	Staplers	Pack	1010	92.58	box of 10
279	355	Staples	Pack	1510	18.98	
280	356	Staples 23/6	Each	3500	22.43	
281	357	Staples for Giant Stapler SE-10 9.5mm 1000 Staples	Each	6740	29.56	
282	358	Staples for office stapler 26/6 PCS 5000	Each	8100	18.98	
283	359	Tape cello tape, self-adhesive, 12mm w x 66mm lg	Each	4340	7.48	
284	360	Tape cello tape, self-adhesive, 24mm w x 66mm lg	Pack	3540	10.93	
285	361	Tape, packaging tape 48mm x 100m	Each	2620	25.19	
286	362	Tape, packaging tape 48mm x 50m	Pack	1126	14.90	
287	363	Thumbtack Drawing Pins	Pack	1620	13.80	
288	370	Transparent Packing Tape, 100m x 50mm	Each	500	25.19	
289	371	Tubular Desk Organiser	Pack	5000	22.77	
290	372	Whiteboard liquid cleaner	Each	170	98.79	