



Province of the
EASTERN CAPE
HEALTH

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Umhla:
Date: 27 June 2021

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

Imibuzo:
Enquiries: Mr A. Ntshokoma

Ifoni:
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***WITHOUT PREJUDICE**

The Members
Yakobi Stationers (Pty) Ltd
(Reg No. 2016/326549/07)
5 Wildrose Braelyn
East London
5201

Per Celi: 071 326 9053
Email: shawshunmucam@yahoo.com

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.

DISTRICTS
Buffalo City Health District
Amathole Metro Health District
Chris Hani Health District
Alfred Nzo Metro District
OR Tambo 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.

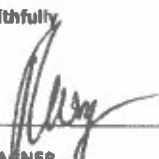
5. General Terms

- 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-HO: 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 pmg.cemh@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

14/7/2022
DATE

Supplier acknowledgment of Appointment:

I, <u>Shawn Shunmugam</u> (name) hereby accept the terms of this appointment and acknowledge that I am appropriately delegated to accept this appointment on behalf of <u>Yakobi Stationers</u> (Name of bidder).	
<u>Shawn Shunmugam</u> Print Name	<u>27-7-2022</u> Date
<u>Director</u> Designation	 Signature

YAKOBI STATIONERS (PTY)LTD

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

BID NUMBER : SCM03-21/22-0247-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	Yakobi Stationers Reg 3	Price after negotiations
1	1	10 Digit Calculator	Each	260	135.00	135.00
2	2	12 Digit calculator	Each	1600	175.00	175.00
3	3	14 Digit Calculator	Each	1050	168.00	168.00
4	4	16 Digit Calculator	Each	6100	620.00	315.10
5	5	2 Hole Heavy Duty Punch – Black Equivalent to Kangaroo (100 sheets)	Each	2000	420.00	420.00
6	6	220 mm Stainless Steel Scissors	Each	1800	19.00	19.00
7	7	3-Drawer Tidy Tower for Office 295 mm (l) x 360 mm (w) x 375 mm (h)	Each	1450	470.00	470.00
8	8	3M Sign here stickers 50's	Pack of 50	3100	72.00	72.00
10	11	A4 3 Quire note book	Pack of 5	15150	124.00	124.00
12	16	Archive Boxes	Each	33440	12.90	12.90
13	20	Band, Rubber band, no.10 X 38mm	1 Kg	1100	120.00	120.00
14	21	Band, Rubber band, no.12 X 38mm	1 Kg	5400	120.00	120.00
15	22	Band, Rubber band, no.128 X 38mm	1 Kg	3400	120.00	120.00
16	23	Band, Rubber band, no.14 X 38mm	1 Kg	300	120.00	120.00
17	24	Band, Rubber band, no.16 X 38mm	1 Kg	300	120.00	120.00
18	25	Band, Rubber band, no.18 X 38mm	1 Kg	5520	120.00	120.00
19	26	Band, Rubber band, no.19 X 38mm	1 Kg	300	122.00	122.00
20	27	Band, Rubber band, no.22 X 38mm	1 Kg	300	122.00	122.00
21	28	Band, Rubber band, no.32 X 38mm	1 Kg	1650	122.00	122.00
22	29	Band, Rubber band, no.34 X 38mm	1 Kg	6900	122.00	122.00
23	30	Band, Rubber band, no.38 X 38mm	1 Kg	1100	122.00	122.00
24	31	Band, Rubber band, no.64 X 38mm	1 Kg	1400	122.00	122.00
25	32	Band, Rubber band, no.69 X 38mm	1 Kg	400	125.00	125.00

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	Yakobi Stationers Reg 3	Price after negotiations
26	33	Band, Rubber band, no.8 X 38mm	1 Kg	1100	130.00	130.00
27	35	Bic Click Medium Pen - Black, Red, Blue, 60's per box	Box	4040	395.00	395.00
28	36	Binding Cover Frosted 180mic	Pack	8400	175.00	175.00
29	37	Binding element, 12mm, Black,blue,green,red, White A4, 21 rings	Box	750	165.00	165.00
30	38	Binding element, 14mm, Black,blue,green,red,white, A4, 21 rings	Box	220	175.00	175.00
31	39	Binding element, 18mm, Black,blue,green,red, White A4, 21 rings	Box	110	175.00	175.00
32	40	Binding element, 22mm, Black,blue,green,red, White A4, 21 rings	Box	110	175.00	175.00
33	41	Binding element, 25mm, Black,blue,green,red, White A4, 21 rings	Box	110	369.00	369.00
34	42	Binding element, 28mm, black	Box	110	375.00	375.00
35	43	Binding element, 32mm, Black,blue,green,red, White A4, 21 rings	Box	110	405.00	405.00
36	44	Binding element, 38mm, Black,blue,green,red, White A4, 21 rings	Box	110	435.00	435.00
37	45	Binding element, 45mm, Black,blue,green,red,White 21 rings	Box	110	435.00	435.00
38	46	Binding element, 6mm, Black, blue,green,red,white, A4, 21 rings	Box	800	95.00	95.00
39	47	Binding element, 8mm, Black,blue,green,red, White A4, 21 rings	Box	40	110.00	110.00
40	48	Binding element, A4, 16mm, blue	Box	330	215.00	215.00
41	49	Binding element, 18ICO, 21 rings, 10mm, black (100 in box)	Box	1550	115.00	115.00
42	50	Binding element, 18ICO, white, 50mm	Box	550	270.00	270.00
43	51	Binding element, rings, 20mm, white (50 in box)	Box	110	205.00	205.00
44	52	Binding element, rings, 51mm, Black,blue,green,red,White	Box	200	460.00	460.00
45	53	Binding element, slide binding, 10mm	Box	50	95.00	95.00
46	54	Binding element, slide binding, 15mm	Box	50	120.00	120.00
47	55	Binding element, slide binding, 7mm	Box	50	82.00	82.00
48	56	Binding element, slide binding, 5mm	Box	50	92.00	92.00
49	57	Black Permanent Markers x 12 per set	Box of 12	2850	45.00	45.00
50	58	Blue Permanent Marker x 12 per set	Box of 12	2050	45.00	45.00
51	59	Book A4 counter books, 96pg	Pack	11400	110.00	110.00
52	60	Book A4, counter books, 192pg	Pack	18572	117.00	117.00
53	61	Book A4, counter books, 288pg	Pack	6100	225.00	225.00
54	62	Book A4, counter books, 384pg	Pack	5700	290.00	290.00
55	63	Book A5, counter books, 128pg	Pack	70	85.00	85.00
56	64	Book A5, counter books, 192pg	Pack	40	95.00	95.00
57	65	Book A5, counter books, 96pg	Pack	40	80.00	80.00
58	66	Box Files	Pack	56000	325.00	325.00
59	67	Brown Tape Buff	Pack	1660	89.00	89.00

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	Yakobi Stationers Reg 3	Price after negotiations
60	69	Bulldog Clips (paper bulldog clip ST1, 19mm)	Per Box	5020	20.00	20.00
61	71	Business Card Holder 96 Caps	Each	100	175.00	175.00
62	72	C5 Brow Envelopes	Box	6500	165.00	165.00
63	73	Carbon Paper A4 Film Blue 100 Sheet	Pack	1820	89.00	89.00
64	74	Card Bantex, 5912 business card refill	Each	20100	0.95	0.95
65	75	Cardboard, A4, Bright Colours 160g (100 in pack)	Pack	5010	120.00	120.00
66	76	Cardboard, A4, Eltaro, white, 160g (100 in pack)	Pack	5030	95.00	95.00
67	77	Cardboard, A4, Pastel Colours 160g (100 in pack)	Pack	5010	120.00	120.00
68	79	Chalk white 100 per individual box	Box	120	21.00	21.00
69	80	Clipboard 150mm	Pack	40	121.00	121.00
70	81	Computer care screen cloth	Per Box	2120	56.00	56.00
71	84	Correction pen, 12ml Pentel ZL31W	Box	120	436.00	436.00
72	85	Correction pen, 4.2ml Pentel ZL72W	Box	520	405.00	405.00
73	86	Correction pen, 7ml Pentel ZL62W	Box	170	428.00	428.00
74	87	Correction tape, pritt, 4.2mm	Each	2720	260.00	260.00
75	88	Cupboard Filling System	Pack	10	390.00	390.00
76	89	Cutter Blades Refills	Pack	40	89.00	89.00
77	90	Cutter Knives	Pack	100	260.00	260.00
78	91	Departmental Delivery Note (Pink)	Pack	1200	80.00	80.00
79	92	Desk letter tray metal	Each	5420	1,250.00	1,250.00
80	93	Desk Sharpener	Pack	5100	79.00	79.00
81	94	Divider Cards 10 tap Deep Tint Board	Each	5020	15.00	15.00
82	97	Drawer Organiser		5000	57.00	57.00
83	98	Drawing Pins	Pack	6000	16.00	16.00
84	133	Erasers	Pack	1000	40.00	40.00
85	134	Exam Pad 100 Sheet Punched	Each	3400	14.00	14.00
86	136	Fastener, paper bulldog clip ST1, 19mm	Box	13020	45.00	45.00
87	137	Fastener, paper clip, 33mm	Box	3060	56.00	56.00
88	138	Fastener, paper Indian Gem Clip	Pack	400	32.00	32.00
89	139	Fastener, Paper Indian Gem clip, Filing laces 102mm	Box	8520	29.00	29.00
90	140	Fastener, Paper Indian Gem clip, Filing laces 127mm	Box	7800	41.00	41.00
91	141	Fastener, Paper Indian Gem clip, Filing laces 152mm	Box	7760	36.00	36.00
92	142	Fastener, Paper Indian Gem clip, Filing laces 26mm	Box	7020	37.00	37.00
93	143	Fastener, Paper Indian Gem clip, Filing laces 38mm	Box	7020	38.00	38.00

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	Yakobi Stationers Reg 3	Price after negotiations
94	144	Fastener, Paper Indian Gem clip, Filing laces 40mm	Box	6020	38.00	38.00
95	145	Fastener, Paper Indian Gem clip, Filing laces 51mm	Box	6520	38.00	38.00
96	146	Fastener, Paper Indian Gem clip, Filing laces 63mm	Box	7520	39.00	39.00
97	147	Fastener, Paper Indian Gem clip, Filing laces 76mm	Box	6510	39.00	39.00
98	148	Fastener, Paper Indian Gem clip, Filing laces 89mm	Box	7620	39.00	39.00
99	149	File Dividers (A-Z)	Each	6050	32.00	32.00
100	150	File Dividers Jan to Dec A4	Each	4500	19.00	19.00
101	151	File Dividers Numbers Set of 10	Pack	10520	16.00	16.00
102	152	File Fastener 2 hole metal binder 50 in a box	box	1900	19.00	19.00
103	153	File fasteners pack of 50 SDS steel	Pack	11040	20.00	20.00
104	154	File Fasters 80mm x 50 per set	Box of 50	8500	21.00	21.00
105	155	File Mechanism for box file steel	Pack	5100	19.00	19.00
106	156	File pockets A4 100 in per pack	Pack	10500	39.00	39.00
107	157	File ringbinders (10 in Box)	Box	20	285.00	285.00
108	158	File, 2 ring create a cover 50mm white files	Box	50	320.00	320.00
109	159	File, A4 Dura plus file, assorted colours (no. 2579) (25 in box)	Box	100	190.00	190.00
110	161	File, A4 durapius file 2579 black	Box	10000	170.00	170.00
111	162	File, A4 durapius file, assorted colours (no. 2579) (25 in box)	Box	5000	180.00	180.00
112	163	File, A4 pvc 4ring 40mm any colour	Box	120	330.00	330.00
113	164	File, Bantex create a cover assorted colours	Each	10070	69.00	69.00
114	165	File, foolscap suspension file A4 25 in pacwhik	Pack	4350	220.00	220.00
115	166	File, lever Arch file PVC, A4, 50mm	Each	33870	32.00	32.00
116	167	Filing Sleeves A4 100's	Pack of 100	800	39.00	39.00
117	169	Fingerettes (ideal for sorting or paging documents) S,M,L &XL	Pack	2000	11.00	11.00
118	170	Flip chart markers (12 in pack)	Pack	520	98.00	98.00
119	171	Fold back clips (15mm)	Per Box	10	12.00	12.00
120	172	Fold back clips (19mm)	Per Box	60	13.00	13.00
121	173	Fold back clips (25mm)	Per Box	10	16.00	16.00
122	174	Fold back clips (32mm)	Per Box	10	21.00	21.00
123	175	Fold back clips (41mm)	Per Box	10	30.00	30.00
124	176	Fold back clips (51mm)	Per Box	10	46.00	46.00
125	177	Foldback clips (15mm)	Per Box	10000	14.00	14.00
126	178	Foldback clips (15mm)	Pack	20	13.00	13.00
127	179	Foldback clips (19mm)	Per Box	10020	14.00	14.00

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128	180	Foldback clips (25mm)	Per Box	10120	15.00	15.00
129	181	Foldback clips (32mm)	Per Box	10020	19.00	19.00
130	182	Foldback clips (41mm)	Per Box	10020	30.00	30.00
131	183	Foldback clips (51mm)	Per Box	10020	42.00	42.00
132	184	Glue, Prestik 100g	Each	5420	18.00	18.00
133	185	Glue, stick 10g	Pack	20	480.00	480.00
134	186	Glue, stick 20g	Pack	20	790.00	790.00
135	187	Glue, stick 22g	Pack	20	790.00	790.00
136	188	Glue, stick 25g	Pack	20	790.00	790.00
137	190	Glue, stick 40g	Pack	20	1,080.00	1,080.00
138	191	Heavy Duty Puncher	Each	1500	450.00	450.00
139	192	Heavy-duty Cutting knife	Pack	5000	170.00	170.00
140	193	Highlighters	Pack	5000	27.00	27.00
141	197	Index sheet, 10 tab cardboard assorted colours	Pack	10020	16.00	16.00
142	198	Index sheet, A4 polydex 7050 numbered A-Z	Pack	12020	29.00	29.00
143	199	Index sheet, A4 polydex 7053 numbered 1-12	Pack	10	18.00	18.00
144	200	Index sheet, A4 PVC 1-10 numbered	Pack	10	16.00	16.00
145	201	Index sheet, A4 PVC January-December	Pack	100	18.00	18.00
146	202	Index sheet, numbered 1-31, PVC	Pack	20	33.00	33.00
147	203	Index sheet, polydex A4, PVC index 1-5	Pack	10	21.00	21.00
148	204	Index Tab	Pack	10	21.00	21.00
149	213	Key Rings	Pack	500	75.00	75.00
150	214	Label computer address labels	Box	5000	195.00	195.00
151	215	Label computer address labels	Pack	320	195.00	195.00
152	216	Label confidential	Box	3200	22.00	22.00
153	217	Label franking machine 105.0mm lg x 37.0mm	Box	10000	195.00	195.00
154	218	Label post it sign here flag	Pack	15500	21.00	21.00
155	219	Label tower 10 mm, Assorted Colours	Pack	20	20.00	20.00
156	220	Label tower 13 mm, Assorted Colours	Pack	20	20.00	20.00
157	221	Label tower 19 mm, Assorted Colours	Pack	20	20.00	20.00
158	222	Label tower 25 mm, Assorted Colours	Pack	20	20.00	20.00
159	223	Label tower 32 mm, Blue	Pack	20	20.00	20.00
160	224	Label tower 32 mm, Green	Pack	20	20.00	20.00
161	225	Label tower 32 mm, Red	Pack	20	20.00	20.00

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	Yakobi Stationers Reg 3	Price after negotiations
162	226	Label tower 32 mm, White	Pack	20	20.00	20.00
163	227	Label tower 32 mm, Yellow	Pack	20	20.00	20.00
164	228	Label, urgent, black on red	Pack	11240	19.50	19.50
165	229	Labels Courier	Pack	40	20.00	20.00
166	230	Labels Fragile	Pack	10	20.00	20.00
167	231	Labels Mixed Goods	Pack	1200	21.00	21.00
168	232	Labels Packing Slip Enclosed (40mmx150mm)	Pack	2000	21.00	21.00
169	233	Labels Self Adhesive Green 19mm Rnd (10Pk)	Pack	100	14.00	14.00
170	234	Labels Self Adhesive Pink 19mm Rnd (10Pk)	Pack	100	14.00	14.00
171	235	Labels Self Adhesive Red 19mm Rnd (10Pk)	Pack	100	14.00	14.00
172	236	Labels Self Adhesive Yellow 19 mm Rnd (10Pk)	Pack	100	14.00	14.00
173	237	Labels Vaccines (101mmx74mm)	Pack	40	35.00	35.00
174	238	Laminator A3 laminating pouches	Box	6020	260.00	260.00
175	239	Laminator A4 laminating pouches	Box	10920	135.00	135.00
176	240	Laser Tab and Plastic overlay	Pack	20	230.00	230.00
177	243	Letter Openers	Each	1020	35.00	35.00
178	244	Lever Arch Indices	Pack	6040	20.00	20.00
179	245	Lever Arch Storage Unit	Pack	10500	154.00	154.00
180	246	Long hand note book (100 pages) (Exam pad)	Each	5040	13.00	13.00
181	247	Marker felt tip bullet point 100 high performance blue	Each	7020	6.00	6.00
182	248	Marker felt tip bullet point 70 high performance blue	Each	7020	24.00	24.00
183	249	Marker felt tip bullet point 90 high performance blue	Each	7020	24.00	24.00
184	250	Marker felt tip pilot fineliner black	Each	8000	20.00	20.00
185	251	Marker highlighter assorted colours	Pack	7240	24.00	24.00
186	252	Marker highlighter, fluorescent, orange	Each	8600	7.80	7.80
187	253	Marker highlighter, fluorescent, red	Each	8520	7.80	7.80
188	254	Marker highlighter, fluorescent, yellow	Each	8700	7.80	7.80
189	255	Marker highlighter, fluorescent, pink	Each	8700	7.80	7.80
190	256	Marker koki pen assorted colours (12 p/pack)	Pack	14000	15.00	15.00
191	257	Marker pilot fineliner blue	Each	7100	19.00	19.00
192	258	Marker pilot fineliner red	Each	7100	19.00	19.00
193	259	Marker tube type, highlighted fluorescent green	Each	7040	7.80	7.80
194	260	Marker white board marker red	Each	7170	8.00	8.00
195	261	Marker whiteboard black	Each	7170	8.00	8.00

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	Yakobi Stationers Reg 3	Price after negotiations
196	262	Marker whiteboard blue	Each	7070	8.00	8.00
197	263	Marker whiteboard, blue, dry wipe, bullet point	Each	7140	8.50	8.50
198	264	Marker, Artline 700 black	Each	7040	24.50	24.50
199	265	Marker, brown, felt, round, replaceable point	Each	7040	12.00	12.00
200	266	Marker, bullet point, dry wipe, red	Each	7020	8.00	8.00
201	267	Marker, maruzen wonder marker 15, blue	Each	7020	24.00	24.00
202	268	Marker, tube type highlighter, blue	Each	7560	8.00	8.00
203	270	Memo Cube and Refills		1000	56.00	56.00
204	272	Minute book code: 644236. Red	Pack	5010	820.00	820.00
205	274	Pad, Writing, A4, ruled	Pack	100	12.50	12.50
206	276	Paper binder (standard size)	Box	3010	62.00	62.00
207	277	Paper clip , metal 77mm Wavy	Box	3200	29.00	29.00
208	278	Paper clip 33mm	Box	3200	8.00	8.00
209	279	Paper clip, metal, 50mm LG	Box	3200	17.00	17.00
210	280	Paper Clips 33mm	Box of 100	2100	8.00	8.00
211	281	Paper Clips 78mm	Box of 50	2000	19.00	19.00
212	282	Paper copying A4 cloral red	Ream	3010	135.00	135.00
213	283	Paper office pad post it 37.5mm x 50.0mm	Pack	60	16.00	16.00
214	284	Paper, carbon pencil, light blue, A4, 100 sheet, 8	Pack	310	130.00	130.00
215	286	Paper, copying, A4, 80g, light yellow	Pack	10	140.00	140.00
216	287	Paper, copying, A4, 80gm, bright blue	Pack	10	140.00	140.00
217	289	Paper, flipchart, white	Box	3120	65.00	65.00
218	290	Paper, office writing paper cube refill for message	Pack	1300	17.00	17.00
219	291	Pen Pentel BK-101 (black) 12/p box	Box	12000	260.00	260.00
220	292	Pen Pentel BK-101 (blue) 12/p box	Box	31000	210.00	210.00
221	293	Pen Pentel BK-101 (Red) 12/p box	Box	9500	220.00	220.00
222	294	Pencil Lead (12 box)	Pack	1520	19.00	19.00
223	295	Pencil Sharpner	Pack	1270	45.00	45.00
224	296	Pencil, mechanical, 0.5mm dia (Pentel BK)	Box	2500	26.00	26.00
225	297	Pencils	Pack	1500	19.00	19.00
226	298	Pencils equivalent to HB 12's	Box	6500	22.00	22.00
227	299	Permanent Markers Assorted colors (Red,Black,Green, Blue)	Pack	20100	59.00	59.00
228	300	Pilot BL-G2-07 Retractable Pen- Red	Box of 12	2000	295.00	295.00
229	301	Pilot G- 2 0.7 Retractable Pen- Black	Box of 12	4000	285.00	285.00

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	Yakobi Stationers Reg 3	Price after negotiations
230	302	Pilot Pen Black 8p-s Medium	Pack	2540	195.00	195.00
231	303	Pilot-G2 10 BLACK	Pack	2500	295.00	295.00
232	304	Pilot-G2 10 RED	Pack	1000	285.00	285.00
233	306	Post It Neon Cube 400 sheets 5 Assorted Col	Pack	3600	98.00	98.00
234	307	Post it pad it 75mm lg x 105mm	Pack	3600	46.00	46.00
235	308	Post it pad notes, 75mm x 105mm (large)	Pack	3600	46.00	46.00
236	309	Post it pad notes, 75mm x 130mm	Pack	3600	46.00	46.00
237	310	Post it pad notes, 75mm x 70mm (small)	Pack	3600	46.00	46.00
238	311	Post it pad pop-up note refill	Pack	1600	46.00	46.00
239	312	Post it pad post it, 105mm lg x 75mm	Pack	6560	46.00	46.00
240	313	Post it pad, 653 SA	Pack	6100	46.00	46.00
241	314	Post it pad, 75.0mm x 50.0mm, all colour	Pack	6100	46.00	46.00
242	315	Post it pad, 76mm x 127mm	Pack	4600	46.00	46.00
243	316	Post it pad, 76mm x 76mm	Pack	1600	46.00	46.00
244	317	Post it pad, flag: 25.4mm x 43.6mm green	Pack	1600	46.00	46.00
245	318	Post it pad, flags orange, plastic clear, 25.4mm	Pack	3600	46.00	46.00
246	319	Post it pad, flags: 680-5, plastic clear, yellow	Pack	1600	46.00	46.00
247	320	Post it tape flags, assorted colours	Pack	1600	46.00	46.00
248	321	Post-it labels SIGN HERE	Pack	1050	46.00	46.00
249	322	Post-it notes	Pack	2002	18.00	18.00
250	323	Prestick	Each	10000	16.90	16.90
251	324	Prestik	Pack	1800	65.00	65.00
252	325	Printing Paper	Pack	1510	1,250.00	1,250.00
253	326	Pritt	Each	3500	47.00	47.00
254	327	Pritt Stick 43g Glue Stick	Pack	2120	48.00	48.00
255	328	Punch Paper 2 Hole Medium Duty	Each	1000	29.00	29.00
256	329	Punch, paper, 1 hole	Each	1670	460.00	460.00
257	330	Punch, paper, 2-hole heavy duty	Each	4500	48.00	48.00
258	331	Puncher	Each	1500	2.60	2.60
259	332	Pvc credit card-white	Box of 12	3200	56.00	56.00
260	333	Red Permanent Markers x 12 per set	Pack	1000	35.00	35.00
261	334	Refill Cube Assorted Colours	Each	8040	54.00	54.00
262	336	Rubbers/ Eraser	Each	7070	2.60	2.60
263	337	Rulers 30cm	Each			

No	Line No	DESCRIPTION	UNIT OF MEASURE	ESTIMATED QUANTITIES- ALL DISTRICT TOTAL	Yakobi Stationers Reg 3	Price after negotiations
264	338	Scissors, large orange handle scissors	Each	4560	16.00	16.00
265	339	Scissors'	Pack	1004	16.00	16.00
266	340	Sharpeners	Pack	1010	41.00	41.00
267	341	Sheet, plastic frosted blue A4	Pack	1020	189.00	189.00
268	342	Sheet, plastic, frosted, A4, clear	Pack	1120	198.00	198.00
269	343	Short hand note book (50 pages)	Each	5320	14.00	14.00
270	344	Short hand note book A5 Feint 144pg	Pack	5010	130.00	130.00
271	347	Speed tabs (prestab index)	Pack	20	156.00	156.00
272	348	Staple heavy duty SR-300	Each	1000	62.00	62.00
273	349	Staple remover for giant stapler	Each	4000	95.00	95.00
274	350	Stapler Giant Raipd heavyduty 9	Pack	2510	750.00	750.00
275	351	Stapler office full stip metal MS-510	Each	4120	52.00	52.00
276	352	Stapler remover	Each	6420	7.00	7.00
277	353	Stapler Size 32/14	Pack	1110	54.00	54.00
278	354	Staplers	Pack	1010	18.00	18.00
279	355	Staples	Pack	1510	19.50	19.50
280	356	Staples 23/6	Each	3500	22.50	22.50
281	357	Staples for Giant Stapler SE-10 9.5mm 1000 Staples	Each	6740	35.00	35.00
282	358	Staples for office stapler 26/6 PCS 5000	Each	8100	19.50	19.50
283	359	Tape cello tape, self-adhesive, 12mm w x 66mm lg	Each	4340	7.00	7.00
284	360	Tape cello tape, self-adhesive, 24mm w x 66mm lg	Pack	3540	16.50	16.50
285	361	Tape, packaging tape 48mm x 100m	Each	2620	29.50	29.50
286	362	Tape, packaging tape 48mm x 50m	Pack	1120	19.00	19.00
287	363	Thumbtack Drawing Pins	Pack	1620	8.00	8.00
288	370	Transparent Packing Tape, 100m x 50mm	Each	500	18.00	18.00
289	371	Tubular Desk Organiser	Pack	5000	29.00	29.00
290	372	Whiteboard liquid cleaner	Each	170	56.00	56.00