

MTHONJANENI MUNICIPALITY
STATIONERY 2017 – CORPORATE SERVICES

DESCRIPTION	QAUNTITY	CHECK LIST
Pens [Black, Pilot, G-2]	7 Boxes [Pack of 10 inside] -Bulk	
Pens [Pilot, G-207,]	3 Boxes [Pack of 10 inside] - Bulk	
BIC Cristal Gel pen [Medium Black]	15 Units	
Pencil [HB - Steadler]	3 Boxes	
Eraser [65x23x13mm]	06	
Elastic Bands [NO . 34]	6 boxes	
Ruler	06	
Correction Pen [Pentel Fine Point]	2 Boxes	
Microtape twist tipex	02	
Highlighters [diferent colours]	2 Boxes	
Document Wallets[500]	350	
Permanent Markers [Black, Art Line 700EK]	2 boxes	
USB [4GB]	.11	
Stapler Metal with full length rubber base , 15-20 sheet capacity	4	
Giant Stapler	1	
Stapler [26/8]- 45 Sheets	03	
Stapler [26/6]	05	
Staples [26/8]	03 Boxes	
Staples [26/6]	10 Boxes	
Staples [23/10]	6 boxes	
Staple Extractor/ Remover	15	
Heavy Duty Stapler [23/6]	01	
Staples [23/6]	5 boxes	
Heavy Duty Puncher [65 sheets]	01	
Semi Heavy Duty Puncher [40 Sheets]	02	
Scissors[165 mm]	07	
Hard Cover Books[96 Page feint and margin	10	
Canon MG2440Catridge		
Colour: 446	10	
Black : 445	10	
Catridge for HP Office jet 6500A		
920 –Black	05	
920 – Yellow	03	
920 – Blue	03	
920 - Pink	03	
Ink Cartridge for Office jet Pro 6970	02	
903 - Black		
GRIP Binder 446 – 38mm	10 Boxes [boxed 100's]	
Post – it Note Stickers	2 Boxes [pack of 10]	

Attendance Registers for Councillors [Attendance Register Companies Act ,2008]	6	
Attendance Register Books [A4, Hard Cover]	10	
Desktop Organizer	02	
Desktop Spike files	03	
Pop Up Cube [200 sheets] 76x76	01	
Pop Up Flags[assorted] 200 Sheets	02	
Desk Letter Tray[in 3's]	03	
Ark Lever Files [10 per pack] , A4, Mottled	16 Boxes	
File Dividers [Jan - Dec]	4 Boxes [Pack of 10]	
File Dividers[Plain]	7 Boxes [Pack of 10]	
File Dividers[A-Z]	3 Boxes [Pack of 10]	
File Diver [Numbers1-10]		
M 2 Box with Lid	06	
A4 Executive Pocket File [Black]	03	
Veratim DVD - R	20	
Pritt Glue Stick[Original]	Box of 150	
Bostik	08	
Post -it Flags	05 packs	
Paper Clips [Silver] , 50mm	07 boxes	
Paper Clips [25mm]	17 boxes	
Paper Fastener [80mm]	01 box	
Interstat Finger cones [small]	10	
Interstatdesk tidy { Pen Holder]	03	
Memo Cubes with paper [90x90x90mm with 800x80 gsm]	04	
Vision Document Tray	02	
Filing System Tray	02	
2 Quire A4 [Feint and Margin]	18	
1 Quire A4	12	
Note Pads	22	
Envelops [A4, white]	7 boxes	
[A4, Brown]	02 Boxes	
[A3, Brown]	02 Boxes	
[A4 Easy Post]	01 Box	
[A5 ,White]	3 boxes	
[Small]	3 boxes	
Bantex A4 Swing lock folder [Assorted]	30	
Files with elf-adhesive fastener[Optiplan: Ref- 520108]	500	

Tidy Files [Yellow]	2 Pack	
A4 Containers [Optiplan Ref: 520127]	100	
Masonite Clip Board [A4]	04	
Selotape/ Packing Tape [48mmx50m]	02	
Duracell Batteries – AAA	20 Units	
AA	15 Units	
Office Waste Bin [Plastic, Blue, 16.5 litre square]	10 10	
Notice Pin Boards [Carpet, Grey ,600mm x 900mm	02	
Pins for Notice Board	02 boxes	
Documents Folders [2 folds, A4, assorted colours]	02 boxes	
Scientific Calculators	02	
Laminating Plastic [A4]	01 Box	
[A5]	01 Box	
Fold back Clips: 41mm	02 Boxes of 12	
32mm	02 Boxes of 12	
Extension Cord [5 meter] with double plugs	01	
Shredding Machine	01	