

SPECIFICATION FOR STATIONERY – (FINANCE DEPARTMENT)

QUANTITY	DESCRIPTION OF GOODS
6	USB 16 GIG
6	STAPLER UP TO 30 SHEET
9	2 QUIRE COUNTER BOOKS
15	BOXES OF PILOT BL G2 GEL RETRACTABLE ROLLER BALL PENS
16	BOXES OF HB PENCIL
2	BOX OF RED PENS
5	FILE DIVIDERS (A4 PASTEL BOARD INDEX 10 TAB)
5	FILE DIVIDERS (A4 MANILLA INDEX DIVIDERS)
2	BUDDI 4 DRAWER DESKTOP UNIT
10	SET OF 6 JUMBO HIGHLIGHTER
1	100G BOSTIK - PRESTIK
4	PRITT POWER STICK
4	SELF ADHESIVE 51MMX51MM NOTE PADS – 400SHEET CUBE 5 ASSORTED COLOURS
1	CLEAR TAPE
4	POST IT MINI FLAGS (VALUE PACK FLAGS 11.9 X 43.2MM – 380 FLAGS
1	A6 SOFT COVER NOTED RANGE
1	26/6 STAPLES BOX
1	BULLDOG STAPLE REMOVER
1	PAPER CLIPS 30MM 100PCS
4	30CM FLEXIBLE RULER
1	CORRECTION PEN
3	METAL DOUBLE HOLE SHARPENERS
4	PLASTIC ERASER
6	D.A.L SCIENTIFIC CALCULATOR
1	BULLDOG CLIPS

1	SILVER GEM CLIPS (1000)
10	SIGN HERE POP UP STICKY NOTES 50 SHEETS
10	PERMANENT MARKER (GREEN, BLACK AND RED)
2	CUBE REFILL
5	PVC MINI LEVER ARCH FILE 40
3	PAPER CLIPS BOX SMALL (ASSORTED COLOUR)DESK LETTER TRAYS (DLT4)
2	DESKTOP ORGANISER
3	FILE DIVIDERS 10 POCKETS
20	BANTEX SMART FOLDER WITH INNER POCKET
81	FOLDERS (PACKS)
3	PUNCHER
5	SCISSORS
1	PROCESSED STAMP
1	BLANK POST IT NOTES
1	PAID STAMPS
2	HP LASERJET P2035 TONER
1	15MMSTAPLES, 17 MM STAPLES AND 20MM STAPLES FOR HEAVY DUTY STAPLER
1	NOTE PAD
1	PENCIL, PEN DISPENSER
15	AAA ALKALINE BATTERIES
6	AA BATTERIES
1	KENTON GELWRIST MOUSE PAD BLACK
1	REXEL EXTRACT IT STAPLE REMOVER CROXLY FINGERRETES SIZE 1
1	PAPER CLIP DISPENSER BANTAX OPTIMA
1	DURABLE CUBO MAGAZIN RACK BLACK
1	PILOT SW-SLR SPORTLITER HIGHLIGHTING MAKERS PACK
1	TIPEX

200	ARCH LEVER FILE (350MM X 285MM) 70MM SPINE
1	STANDARD GUILDTINE
5	PVC MINI LEVER ARCH FILES PVC 40
1	POST-IT (CODE 20942)
1	POST – IT (CODE 86459)
1	OFFICE LETTER TRAY
1	FOLDBACK CLIPS (32 MM)

REQUEST FOR DATE STAMP FOR DEPUTY CHIEF FINANCIAL OFFICER

Date to be adjustable.

Umkhandlu ka Masipala Wase MTHONJANENI 21 Reinhold Street P.O. Box 11, Melmoth Date Tel: 035 450 2082 Fax: 035 450 2056 Ext: 303 DEPUTY CHIEF FINANCIAL OFFICER Sign: _____

REQUEST FOR DATE STAMP FOR MANAGER SUPPLY CHAIN MANAGEMENT

Date to be adjustable.

Umkhandlu ka Masipala Wase MTHONJANENI 21 Reinhold Street P.O. Box 11, Melmoth Date Tel: 035 450 2082 Fax: 035 450 2056 Ext: 206 MANAGER: SUPPLY CHAIN MANAGEMENT Sign: _____

REQUEST FOR DATE STAMP FOR CHIEF FINANCIAL OFFICER

Date to be adjustable.

Umkhandlu ka Masipala Wase

MTHONJANENI

21 Reinhold Street P.O. Box 11, Melmoth

Date

Tel: 035 450 2082 Fax: 035 450 2056 Ext: 206

CHIEF FINANCIAL OFFICER

Sign: _____