

SPECIFICATION FOR STATIONERY – (TECHNICAL SERVICES)

QUANTITY	DESCRIPTION OF GOODS
20	TRIP CONTROL TRIP AUTHORITY BOOKS (50 PAGES NUMBERED AND IN TRIPLICATE)
30	VEHICLE INSPECTION CHECK LIST BOOK (50 PAGES NUMBERED IN TRIPLICATE)
15	2 QUIRE COUNTER BOOKS
5	A4 FROSTED BINDING COVERS - 100 SHEETS CLEAR 180 MICRONS
4	HP 920XL BLACK OFFICEJET INK CARTRIDGE
4	HP 920XL CYAN OFFICEJET INK CARTRIDGE
4	HP 920XL MAGENTA OFFICEJET INK CARTRIDGE
4	HP 920XL YELLOW OFFICEJET INK CARTRIDGE
5	STAPLE REMOVER – CLAW STYLE
10	SET OF 6 JUMBO HIGHLIGHTER
5	100G BOSTIK - PRESTIK
10	SELF ADHESIVE ARROW SIGNATURE MARKER - 4.8X20CM 20SHEET SX5PADS
10	SELF ADHESIVE 51MMX51MM NOTE PADS – 400SHEET CUBE 5 ASSORTED COLOURS
5	5000 STAPLES NO. 56
1	INK FOR HP PLOTTER T1120
4	LASERJET BLACK PRINT CARTRIDGE 131A CF210A
4	LASERJET CYAN PRINT CARTRIDGE 131A CF211A
4	LASERJET MAGENTA PRINT CARTRIDGE 131A CF213A
4	LASERJET YELLOW PRINT CARTRIDGE 131A CF212A
6	HP CARTRIDGE 950 XL – BLACK
5	HP CARTRIDGE 951 XL – YELLOW
5	HP CARTRIDGE 951 XL – CYAN
4	HP CARTRIDGE 951 XL – MAGENTA
3	D.A.L SCIENTIFIC CALCULATOR

10	BIC BLACK PENS (BOXES)
1	WHITE BOARD MARKER PENS AND DUSTER
10	SIGN HERE NOTES
10	PERMANENT MARKER
2	STAMP INK (BLACK)
10	5000 PCS STAPLES (SIZE: 26/6)
5	PAPER CLIPS BOX SMALL (ASSORTED COLOUR)
5	½ CUBE 400 SHEET (ASSORTED)
35	FILE DIVIDERS PLAN
2	PAPER PRO ONE FINGER 20 SHEET POWER STAPLER
10	FOLDERS (PACKS)
2	MEMORY STICK 4GB
2	SALOTAPE WITH STAND
5	EXERCISE COVER (ASSORTED COLOUR)
5	PLASTIC COVER
5	SAMSUNG MLT-D111S/XSG PRINTING CARTRIDGE
5	BMP 21- PLUS BRADY WHITE HIGH PERFORM VINYL 142797 BRADY MACHINE CARTRIDGES
2	PVC RING REINFORCEMENTS
10	CROXLEY-DOCUMENT WALLET-FOLD OVER FLAPS
2	P265 PROFESSIONAL PUNCH
5	FOLD BACK CLIPS
2	PENCILS BOX
5	RULER
4	SCISSORS
4	FINE CARTRIDGE –CL 511 – CANON PRINTER
4	FINE CARTRIDGE- CL 510- CANON PRINTER
10	POLYPROPYLENE INDEXES
5	PRITT

25	ARCH LEVER FILE (350MM X 285MM) 70MM SPINE
10	MASONITE CLIPBOARD A4
02	PAPER TRAY SET
02	OFFICE DUST BIN (SPECIFICATION: ROUND MESH RUBBISH BIN, CONTEMPORARY, STYLISH DESIGN, MEASURES 295 X 350MM (WXH), 19 LITRE RUBBISH BIN IN BLACK)
01	1000MM STANDARD MEASURING WHEEL
01	MEASURING TAPE 30M
02	HP INK CATRIDGE – C4844A BLACK
02	HP INK CARTRIDGE - C483A CYAN
02	HP INK CARTRIDGE - C4838A YELLOW
02	HP INK CARTRIDGE - C4837A MAGENTA 02
02	NOTICE BOARD (NON-MAGNETIC BOARD – GREEN) SIZE: 1800MM X 1200MM

REQUEST FOR DATE STAMP FOR DIRECTOR TECHNICAL SERVICES

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: 301 DIRECTOR TECHNICAL SERVICES APPROVED Sign: _____
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