



## NKANGALA DISTRICT MUNICIPALITY



### APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE OFFICE AND STATIONERY FOR A PERIOD OF 36 MONTHS (AS AND WHEN REQUIRED)

#### SCOPE OF WORK

Nkangala District Municipality hereby invites quotations from suitably qualified service provider for the appointment of service providers to supply and deliver office stationery for Nkangala District Municipality

The scope of work will entail: Supply and deliver office stationery for Nkangala District Municipality as follows:

NO	ITEM	DESCRIPTION
1	Punch	Equivalent to Kangaro DP800
2	Punch	Equivalent to Kangaro DP720
3	Punch	Equivalent to Kangaro Heavy Duty 1620
4	Stapler	Equivalent to Bantex 9343
5	Stapler	Heavy Duty Equivalent to Kangaro KW trio 05005
6	Stapler	Heavy Duty Equivalent to Eagle S6030B
7	Calculator	Equivalent to Sharp EL231L
8	Calculator	Equivalent to Sharp 12 Digit Twin Power Calculator (ELSIMATE EL-387V)
9	Board Containers	Equivalent to Optiplan 285 A4 Reorder reference 520127
10	DC-Fix	Clear
11	Document wallets	PVC A4 with clip
12	Document wallets	Donau with front flap – board – A4
13	Hardcover books	A4 2 quire 192 pages
14	Hardcover books	A5 2 quire 192 pages
15	Pritt	25g
16	Folders	A3
17	Envelopes	A4 self-seal

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



18	Envelopes	A3 self-seal
19	Envelopes	window 110 x 220mm self-seal
20	Envelopes	White without window 110 x 220mm self-seal
21	Envelopes	White A5 Self-seal
22	Files	Medium weight without clip – reorder ref 44250 Optiplan 410
23	Files	Medium weight with clip – reorder reference 520108 Optiplan 430
24	Files	Lever Arch A4 2-ring Board 70mm
25	Files	Lever Arch A4 2-ring Board 40mm
26	Files	Lever Arch A4 2-ring PVC 40mm
27	Files	2-Ring A4 PVC 25mm
28	Pens	Equivalent to Bic Clear Blue
29	Pens	Equivalent to Bic Clear Red
30	Pens	Equivalent to Bic Clear Black
31	Pens	Equivalent to Pentel Superb BK77
32	Pens	Pilot V5 Hi-Tecpoint BX
33	Pencils	Equivalent to HB pencil
34	Fold-back clips	19mm
35	Fold-back clips	32mm
36	Fold-back clips	41mm
37	Fold-back clips	51mm
38	Dust covers for arch-lever files	A4 Board
39	Trays	Equivalent to Bantex Vision 3-tier
40	Paper clips	33mm Plastic coated
41	Paper clips	50mm Plastic coated
42	Clipboard	A4 Masonite
43	Post it note	38 x 50mm
44	Post it note	76 x 76mm
45	Pop-up flags	Assorted colours 45 x12mm
46	Ibico binders	ROUND 28mm
47	Ibico binders	ROUND 25mm
48	Ibico binders	ROUND 19mm
49	Ibico binders	ROUND 16mm
50	Ibico binders	ROUND 12mm
51	Ibico binders	ROUND 10mm
52	Sharpeners	Metal single hole
53	Rubber bands	100g Size 38
54	Finger cones / Fingerettes	Extra small – size 00
55	Erasers	Equivalent to Staedtler
56	Plastic Key rings	Medium
57	Desk / memo cube refills	White
58	Desk / memo cube	Black
59	Pencil holder	Black
60	Spike file	Plastic
61	Correction pens	Equivalent to Pentel extra fine point 4.2ml ZL72-W
62	CD-envelopes	126 x 126mm Equivalent to Verbatim 50 per pack

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Tenderer

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Witness 1

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Witness 2

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Employer

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Witness 1

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Witness 2



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THE SUPPLY AND DELIVERY OF OFFICE AND STATIONERY  
FOR A PERIOD OF 36 MONTHS (AS AND WHEN REQUIRED)

63	Desk drawer filing system	6 Drawers
64	File Fasteners	Metal 80mm 50 sets per box
65	Flip files	30 Pocket
66	Plastic filing pockets	A4 100 per pack
67	File dividers	Pvc A4 A – Z
68	File dividers	Pvc A4 1 - 30
69	Address/mailling labels	Tower White 100 sheets per box 37x70mm 24 per A4 sheet
70	Batteries	Equivalent to Duracell AA
71	Batteries	Equivalent to Duracell AAA
72	Copy Holder	Nifty
73	Exam Pads	40 Pages punched
74	Prestik	25g
75	Double sided tape	48 x 33mm
76	Sellotape	Transparent 48 x 66mm
77	Scissors	Orange handle
78	Ruler	30cm Plastic clear
79	Permanent markers	Equivalent to Artline 700 Black
80	Permanent markers	Equivalent to Artline 700 Red
81	Whiteboard marker	Equivalent to Penflex Black
82	Whiteboard marker	Equivalent to Penflex Red
83	Endorsing Ink	Ink Black (30 ml)
84	Hi-liters	Assorted colours
85	Staples	Equivalent to Rexel no 56 26/6 5000 staples
86	Staples	Equivalent to Rexel Odyssey x2500 (2-60)
87	Staples	Equivalent to Kangaroo 23/15-H 1000 staples
88	Ring-reinforcements	Tower
89	Flip Chart	Flip Chart Stand
90	Staple removers	Equivalent to Kangaroo staple pin remover
91	Project boards	White A4 160gsm 100 per pack
92	Frosted sheets	Equivalent to A4 Clear 100 per pack
93	USB's	64GB
94	Shorthand notebook	50 Pages

Tenderer

Witness 1

Witness 2

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Witness 2