



## C 2.2. BILL OF QUANTITIES

<b>LIST OF STATIONERY</b>				
<b>NO</b>	<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>Unit Price</b>
1	Punch	Kangaro DP800 or Equivalent	Quote per one punch	R
2	Punch	Kangaro DP720 or Equivalent	Quote per one punch	R
3	Punch	Kangaro Heavy Duty 1620 or Equivalent	Quote per one punch	R
4	Stapler	Bantex 9343 or Equivalent	Quote per one stapler	R
5	Stapler	Kangaro Heavy Duty KW trio 50LB or Equivalent	Quote per one stapler	R
6	Calculator	Sharp EL231L or Equivalent	Quote per one calculator	R
7	CD-R	Verbatim or Equivalent	Quote per 1 spindle of 100 CD'S	R
8	CD-WR	Verbatim or Equivalent	Quote per CD	R
9	DVD-R	Verbatim or Equivalent	Quote per DVD	R
10	Board Containers	Optiplan 285 board container A4, Product code 520127 or Equivalent	Quote per pack of 5	R
11	DC-Fix	Clear Adhesive film (450 mm x 10m)	Quote per 1 roll of 10 meter	R
12	Document wallets	PVC A4 with clip	Quote per wallet	R
13	Document wallets	Donau with front flap – board A4 or equivalent	Quote per 1 pack of 10 document wallets	R
14	Hardcover books	A4 2 quire 192 pages	Quote per 1 pack of 5 books	R
15	Hardcover books	A5 2 quire 192 pages	Quote per 1 pack of 5 books	R
16	Glue	Pritt 25g or equivalent	Quote per 1 glue	R
17	Folders	A3	Quote per 1 pack of 100 folders	R
18	Envelopes	A4 Manilla self-seal	Quote per box of 250 envelopes	R



APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY  
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19	Envelopes	A3 Manilla self-seal	Quote per box of 250 envelopes	R
20	Envelopes	Manilla window 110 x 220mm self-seal	Quote per box of 500 envelopes	R
21	Envelopes	White without window 110 x 220mm self-seal	Quote per box of 500 envelopes	R
22	Envelopes	White A5 Self-seal	Quote per box of 250 envelopes	R
23	Files	Optiplan 410 Medium weight without clip – product code: 44250 or equivalent	Quote per file	R
24	Files	Optiplan 430 Medium weight with clip – product code: 520108 or equivalent	Quote per file	R
25	Files	Lever Arch A4 2-ring Board 70mm	Quote per file	R
26	Files	Lever Arch A4 2-ring Board 40mm	Quote per file	R
27	Files	Lever Arch A4 2-ring PVC 40mm	Quote per file	R
28	Files	2-Ring A4 PVC 25mm	Quote per file	R
29	Pens	Bic Clear Blue or Equivalent	Quote per pen	R
30	Pens	Bic Clear Red or Equivalent	Quote per pen	R
31	Pens	Bic Clear Black or equivalent	Quote per pen	R
32	Pens	Pentel Superb BK77 or equivalent	Quote per pen	R
33	Pens	Pilot V5 Hi-Tecpoint BX or equivalent	Quote per box of 12	R
34	Pencils	HB pencil or equivalent	Quote per pencil	R
35	Fold-back clips	19mm	Quote per one	R
36	Fold-back clips	32mm	Quote per one	R
37	Fold-back clips	41mm	Quote per one	R
38	Fold-back clips	51mm	Quote per one	R
39	Dust covers for arch-lever files	A4 Board	Quote per pack of 10	R
40	Trays	Bantex Vision 3-tier or equivalent	Quote per one set	R
41	Paper clips	33mm Plastic coated	Quote per one box of paper clips	R
42	Paper clips	50mm Plastic coated	Quote per one box of paper clips	R
43	Clipboard	A4 Masonite	Quote per board	R



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44	Post it note	38 x 50mm	Quote per box of 12 notepads	R
45	Post it note	76 x 76mm	Quote per box of 12 notepads	R
46	Pop-up flags	Assorted colours 45 x12mm	Quote per box of 12	R
47	Ibico binders	ROUND 28mm	Quote per box of 50	R
48	Ibico binders	ROUND 25mm	Quote per box of 50	R
49	Ibico binders	ROUND 19mm	Quote per box of 100	R
50	Ibico binders	ROUND 16mm	Quote per box of 100	R
51	Ibico binders	ROUND 12mm	Quote per box of 100	R
52	Ibico binders	ROUND 10mm	Quote per box of 100	R
53	Sharpeners	Metal single hole	Quote per one sharpener	R
54	Rubber bands	100g Size 38	Quote per one box	R
55	Finger cones / Fingerettes	Fingerettes Rubber size 3	Quote per cone	R
56	Erasers	Staedtler or equivalent	Quote per eraser	R
57	Plastic Key rings	Medium	Quote per one key ring	R
58	Desk / memo cube refills	White	Quote per one refill	R
59	Desk / memo cube	Black	Quote per one desk cube	R
60	Pencil holder	Black	Quote per one pencil holder	R
61	Spike file	Plastic	Quote per one spike file	R
62	Correction pens	Pentel extra fine point 4.2ml ZL72-W or equivalent	Quote per one correction pen	R
63	CD-envelopes	126 x 126mm Verbatim 50 per pack or equivalent	Quote per pack of 50	R
64	Desk drawer filing system	6 Drawers	Quote per one desk drawer filing system	R
65	File Fasteners	Metal 80mm 50 sets per box	Quote per box of 50 sets	R
66	Flip files	50 Pockets	Quote per file	R
67	Plastic filing pockets	A4 100 per pack	Quote per pack of 100 pockets	R
68	File dividers	Pvc A4 A – Z	Quote per one divider	R
69	File dividers	Pvc A4 1 – 30	Quote per one divider	R
70	Address/mailing labels	Tower White 100 sheets per box 37x70mm 24 per A4 sheet	Quote per box of 100 sheets	R
71	Batteries	Duracell AA or equivalent	Quote per one battery	R
72	Batteries	Duracell AAA or equivalent	Quote per one battery	R
73	Copy Holder	Nifty or equivalent	Quote per one copy	R



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			holder	
74	Exam Pads	40 Pages punched	Quote per pack of 10	R
75	Prestik	25g	Quote per one prestik	R
76	Double sided tape	48 x 33mm	Quote per one	R
77	Sellotape	Transparent 48 x 66mm	Quote per one sellotape	R
78	Scissors	Standard scissors	Quote per scissor	R
79	Ruler	30cm Plastic clear	Quote per one ruler	R
80	Permanent markers	Artline 700 Black or equivalent	Quote per one marker	R
81	Permanent markers	Artline 700 Red or equivalent	Quote per one marker	R
82	Whiteboard marker	Penflex Black or equivalent	Quote per one marker	R
83	Whiteboard marker	Penflex Red or equivalent	Quote per one marker	R
84	Endorsing Ink	Ink Black (30 ml)	Quote per bottle	R
85	Hi-liters	Assorted colours	Quote per one hi-liter	R
86	Staples	Rexel no 56 26/6 5000 staples or equivalent	Quote per one box of staples	R
87	Staples	Rexel Odyssey x2500 or equivalent	Quote per one box of staples	R
88	Staples	Kangaroo 23/15-H 1000 staples or equivalent	Quote per one box of staples	R
89	Ring-reinforcements	Tower	Quote per one box	R
90	Flip Chart	Flip Chart Stand	Quote per one flip chart stand	R
91	Staple removers	Kangaro staple pin remover or equivalent	Quote per one staple remover	R
92	Project boards	White A4 160gsm 100 per pack	Quote per one pack of 100	R
93	Frosted sheets	A4 Clear 100 per pack or equivalent	Quote per one pack of 100	R
94	USB's	8GB	Quote per one USB	R
95	Shorthand notebook	50 Pages	Quote per book	R
<b>SUBTOTAL</b>				R
<b>VAT</b>				R
<b>TOTAL</b>				R



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**TOTAL AMOUNT TO BE FORWARDED TO FORM C 1.1 (FORM OF OFFER –  
FOR SUPPLY AND DELIVERY OF STATIONERY)**