



prasa

PASSENGER RAIL AGENCY
OF SOUTH AFRICA

REQUEST FOR QUOTATION (RFQ)

RFQ NUMBER: KZN/RAIL/09/2022/005/Q

**REQUEST FOR QUOTATION (RFQ) FOR: SUPPLY AND DELIVERY OF
STATIONERY FOR PRASA RAIL IN KZN REGION FOR A PERIOD OF 36
MONTHS**



SECTION 1: SBD1

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF PASSENGER RAIL AGENCY (PRASA)

BID NUMBER:	KZN/RAIL/09/2022/005/Q	CLOSING DATE:	23 rd September 2022	CLOSING TIME:	12:00
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DESCRIPTION **SUPPLY AND DELIVERY OF STATIONERY FOR PRASA RAIL IN KZN REGION FOR A PERIOD OF 36 MONTHS**

BID RESPONSE DOCUMENTS SHALL BE ADDRESSED AS FOLLOWS:

TENDER BOX NO. 07

The Bid envelopes must be deposited in the PRASA **tender box No. 07** which is located at the main entrance of:

PRASA, METRORAIL KZN, 65 MASABALALA YENGWA AVENUE, GREYVILLE, DURBAN STATION, ROOF LEVEL ENTRANCE, 4001,
ON OR BEFORE CLOSING DATE AND TIME

PLEASE ENSURE YOU SIGN THE SUBMISSION REGISTER

BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	Nomfundo Zantsi
TELEPHONE NUMBER	031 813 0105
E-MAIL ADDRESS	Nomfundo.Zantsi@prasa.com

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE	TAX		OR	CENTRAL	MAAA.....



STATUS	COMPLIANCE SYSTEM PIN:		SUPPLIER DATABASE No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]

2.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	2.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? YES NO

IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER**
- 1.3. **PRESCRIBED IN THE BID DOCUMENT.**
- 1.4. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.5. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER’S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID NVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

DATE:

NB:

- *Quotation(s) must be addressed to PRASA before the closing date and time shown above.*
- *PRASA General Conditions of Purchase shall apply.*

SECTION 2 NOTICE TO BIDDERS

1. RESPONSES TO RFQ

Responses to this RFQ [**Quotations**] must not include documents or reference relating to any other quotation or proposal. Any additional conditions must be embodied in an accompanying letter.

Proposals must reach the PRASA before the closing hour on the date shown on SBD1 above and must be enclosed in a sealed envelope.

2. PREQUALIFICATION / ELIGIBILITY CRITERIA

- 2.1 Only those Respondents who satisfy the following pre-qualification or eligibility criteria are eligible to submit quotations as per section 3.

3. COMMUNICATION

Respondent/s are warned that a response will be liable for disqualification should any attempt be made either directly or indirectly to canvass any SCM Officer(s) or PRASA employee in respect of this RFQ between the closing date and the date of the award of the business.

4. LEGAL COMPLIANCE

The successful Respondent shall be in full and complete compliance with any and all applicable national and local laws and regulations.

5. CHANGES TO QUOTATIONS

Changes by the Respondent to its submission will not be considered after the closing date and time.

6. PRICING

All prices must be quoted in South African Rand on a fixed price basis, including VAT.

7. BINDING OFFER

Any Quotation furnished pursuant to this Request shall be deemed to be an offer. Any exceptions to this statement must be clearly and specifically indicated.

8 DISCLAIMERS

PRASA is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a Quotation in response to it. Please note that PRASA reserves the right to:

- Modify the RFQ's goods / service(s) and request Respondents to re-bid on any changes;
- Reject any Quotation which does not conform to instructions and specifications which are detailed herein;
- Disqualify Quotations submitted after the stated submission deadline;
- Not necessarily accept the lowest priced Quotation or an alternative bid;
- Bids lodged at the incorrect venue that reach the correct venue late will be regarded as late.
- Reject all Quotations, if it so decides;
- Place an order in connection with this Quotation at any time after the RFQ's closing date;
- Make no award at all.
- Award only a portion of the proposed goods / service/s which are reflected in the scope of this RFQ;
- split the award of the order/s between more than one Supplier/Service Provider should it at PRASA's discretion be more advantageous in terms of, amongst others, cost or developmental consideration; or

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract. PRASA reserves the right to award business to the highest scoring bidder/s unless objective criteria justify the award to another Respondent.

Should the preferred fail to sign or commence with the contract within a reasonable period after being requested to do so, PRASA reserves the right to award the business to the next highest ranked Respondent provided that he/she is still prepared to provide the required goods at the quoted price.

9 LEGAL REVIEW

A Proposal submitted by a Respondent will be subjected to review and acceptance or rejection of its proposed contractual terms and conditions by PRASA's Legal Counsel, prior to consideration for an award of business.

10 NATIONAL TREASURY'S CENTRAL SUPPLIER DATABASE

Respondents are required to self-register on National Treasury's Central Supplier Database (CSD) which has been established to centrally administer supplier information for all organs of state and facilitate the verification of certain key supplier information. PRASA is required to ensure that price quotations are invited and accepted from prospective bidders listed on the CSD. Business may not be awarded to a respondent who has failed to

register on the CSD. Only foreign suppliers with no local registered entity need not register on the CSD. The CSD can be accessed at <https://secure.csd.gov.za/>.

11 PROTECTION OF PERSONAL DATA

In responding to this bid, PRASA acknowledges that it may obtain and have access to personal data of the Respondents. PRASA agrees that it shall only process the information disclosed by Respondents in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.

Furthermore, PRASA will not otherwise modify, amend or alter any personal data submitted by Respondents or disclose or permit the disclosure of any personal data to any Third Party without the prior written consent from the Respondents. Similarly, PRASA requires Respondents to process any personal information disclosed by PRASA in the bidding process in the same manner.

12 EVALUATION METHODOLOGY

PRASA will utilise the following criteria [not necessarily in this order] in choosing a Supplier/Service Provider, if so required:

13 ADMINISTRATIVE RESPONSIVENESS

The test for administrative responsiveness will include completeness of response and whether all returnable and/or required documents, certificates; verify completeness of warranties and other bid requirements and formalities have been complied with. Incomplete Bids will be disqualified.

14 VALIDITY PERIOD

- 14.1 PRASA requires a validity period of **90 Business Days** from the closing date.
- 14.2 Respondents are to note that they may be requested to extend the validity period of their response, on the same terms and conditions, if the internal processes are not finalized within the validity period. However, once the adjudication body has approved the process and award of the business to the

successful respondent(s), the validity of the successful respondent(s)' response will be deemed to remain valid until a final contract has been concluded.

15 DISCLOSURE OF PRICES QUOTED

Respondents are to note that, on award of business, PRASA is required to publish the prices and preferences claimed of the successful and unsuccessful Respondents *inter alia* on the National Treasury e-Tender Publication Portal, (www.etenders.gov.za), on CIDB website for construction related RFQ's.

16 RETURNABLE DOCUMENTS

Returnable Documents means all the documents, Sections and Annexures, as listed in the tables below. There are three types of returnable documents as indicated below and Respondents are urged to ensure that these documents are returned with the quotation based on the consequences of non-submission as indicated below:

17 Mandatory Returnable Documents

Failure to provide all these Mandatory Returnable Documents at the Closing Date and time of this RFQ will result in a Respondent's disqualification. Respondents are therefore urged to ensure that all these Documents are returned with their Quotations.

SECTION 3

1 EVALUATION CRITERIA:

NB: Compliance Checklist Requirements **for all Services/Goods and works**

Stage 1A: Mandatory Compliance Requirements-If you do not submit the following mandatory documents your Proposal/Quote will be disqualified automatically:

No.	Description of requirement	
a)	Price Schedule / Pricing form	
b)	Completion of ALL RFQ documentation	
c)	Completed, Signed and Stamped Commissioner of Oaths	
d)	SBD 6.2 (Declaration Certificate for Local Content)	
e)	Annexure C: Local Content Declaration (Summary Schedule)	
f)	Annexure C: Local Content Declaration to be completed per line item, failure to comply will result in your quote being disqualified.	
g)	Joint Venture / Consortium agreement / Trust Deed (if applicable)	
h)	Contractors must quote on all items listed on the BOQ	
i)	Bidders to complete submission register when dropping off bids into the tender-box	

Stage 1B: Non – Mandatory Compliance Requirements The following documents are non-mandatory and where not submitted, Prasa may request the documents and must be made available at the time of request:

No.	Description of requirement	
a)	Company Registration Documents	
b)	Copies of Directors' ID documents;	
c)	Valid BBBEE Certificate from a SANAS accredited rating agency (Original or Certified) or affidavit signed by the Commissioner of Oath	
d)	Valid Tax Clearance Certificate (must be valid on closing date of submission of the proposal) and SARS Issued Pin	
e)	CSD report / CSD reference number	
f)	Annexure D – Imported Content Declaration – Supporting Schedule to Annex C	
g)	Annexure E – Local Content Declaration – Supporting Schedule to Annex C	
h)	Proof of Bank Account (i.e. cancelled cheque or letter issued by the bank	
i)	Valid Original, or certified copy of Letter of Good Standing (COIDA)	

2.1 Stage3- Price and B-BBEE

Evaluation criteria	Weighting
BBBEE	20
Price	80
TOTAL	100

$$PS = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where:

P_s = Score for the Bid under consideration

P_t = Price of Bid under consideration

P_{min} = Price of lowest acceptable Bid

Evaluation of Preference

Evaluation and final weighted scoring

- a) Broad-Based Black Economic Empowerment criteria [weighted score 20 points] Preference Points will be awarded to a bidder for attaining the B-BBEE status level contribution in accordance with the table indicated in [Section 8 B-BBEE claim form](#).

SECTION 4

PRICING AND DELIVERY SCHEDULE

Respondents are required to complete the attached Pricing Schedule **Annexure:**

- 1 Prices must be quoted in South African Rand, inclusive of VAT.
- 2 Price offer is firm and clearly indicate the basis thereof.
- 3 Pricing Bill of Quantity is completed in line with schedule if applicable.
- 4 Cost breakdown must be indicated.
- 5 Price escalation basis and formula must be indicated.
- 6 To facilitate like-for like comparison bidders must submit pricing strictly in accordance with this price schedule and not utilise a different format. Deviation from this pricing schedule could result in a bid being declared non-responsive.
- 7 Please note that should you have offered a discounted price(s), PRASA will only consider such price discount(s) in the final evaluation stage on an unconditional basis.
- 8 Respondents are to note that if price offered by the highest scoring bidder is not market related, PRASA may not award the contract to the Respondent. PRASA may:
 - 9 negotiate a market-related price with the Respondent scoring the highest points or cancel the RFQ;
 - 10 if that Respondent does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the second highest points or cancel the RFQ;
 - 11 If a market-related price is not agreed with the Respondent scoring the third highest points, PRASA must cancel the RFQ.
 - 12 if the Respondent scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the Respondent scoring the third highest points or cancel the RFQ.

I / We _____ (Insert Name of Bidding Entity)
of _____
_____ code _____

(Full address) conducting business under the style or title of: _____
represented by: _____ in my capacity as:

_____ being duly authorised, hereby
offer to undertake and complete the above-mentioned work/services at the prices quoted in the bills of quantities /
schedule of quantities or, where these do not form part of the contract, at a lumpsum, of
R _____ (amount in numbers);

_____ (amount in words) Incl. VAT.

DELIVERY PERIOD: Suppliers are requested to offer their earliest delivery period possible.

Delivery will be effected within working days from date of order. (To be completed by Service provider)

SECTION 5

PRASA GENERAL CONDITIONS OF PURCHASE

General

PRASA and the Supplier enter into an order/contract on these conditions to supply the items (goods/services/works) as described in the order/contract.

Conditions

These conditions form the basis of the contract between PRASA and the Supplier. Notwithstanding anything to the contrary in any document issued or sent by the Supplier, these conditions apply except as expressly agreed in writing by PRASA.

No servant or agent of PRASA has authority to vary these conditions orally. These general conditions of purchase are subject to such further special conditions as may be prescribed in writing by PRASA in the order/contract.

Local Content Obligations

Respondents are to note that the Local Content commitments made by the successful Respondent(s) will be incorporated as a term of the contract and monitored for compliance. Should the successful Respondent fail to meet its Local obligations, non-compliance penalties shall be applicable. Breach of Local Content obligations also provide PRASA cause to terminate the contract in certain cases where material non-compliance with Local Content requirements are not achieved.

Price and payment

The price or rates for the items stated in the order/contract may include an amount for price adjustment, which is calculated in accordance with the formula stated in the order/contract.

The Supplier may be paid in one currency other than South African Rand. Only one exchange rate is used to convert from this currency to South African Rand. Payment to the Supplier in this currency other than South African Rand, does not exceed the amounts stated in the order/contract. PRASA pays for the item within 30 days of receipt of the Suppliers correct tax invoice.

Delivery and documents

The Supplier's obligation is to deliver the items on or before the date stated in the order/contract. Late deliveries or late completion of the items may be subject to a penalty if this is imposed in the order/contract. No payment is made if the Supplier does not provide the item as stated in order/contract.

Where items are to be delivered the Supplier:



Clearly marks the outside of each consignment or package with the Supplier's name and full details of the destination in accordance with the order and includes a packing note stating the contents thereof; On dispatch of each consignment, sends to PRASA at the address for delivery of the items, an advice note specifying the means of transport, weight, number of volume as appropriate and the point and date of dispatch; Sends to PRASA a detailed priced invoice as soon as is reasonably practical after dispatch of the items, and states on all communications in respect of the order the order number and code number (if any).

Containers / packing material

Unless otherwise stated in the order/contract, no payment is made for containers or packing materials or return to the Supplier.

Title and risk

Without prejudice to rights of rejection under these conditions, title to and risk in the items passes to PRASA when accepted by PRASA.

Rejection

If the Supplier fails to comply with his obligations under the order/contract, PRASA may reject any part of the items by giving written notice to the Supplier specifying the reason for rejection and whether and within what period replacement of items or re-work are required.

In the case of items delivered, PRASA may return the rejected items to the Supplier at the Supplier's risk and expense. Any money paid to the Supplier in respect of the items not replaced within the time required, together with the costs of returning rejected items to the Supplier and obtaining replacement items from a third party, are paid by the Supplier to PRASA.

In the case of service, the Supplier corrects non-conformances as indicated by PRASA.

Warranty

Without prejudice to any other rights of PRASA under these conditions, the Supplier warrants that the items are in accordance with PRASA's requirements, and fit for the purpose for which they are intended, and will remain free from defects for a period of one year (unless another period is stated in the Order) from acceptance of the items by PRASA.

Indemnity

The Supplier indemnifies PRASA against all actions, suits, claims, demands, costs, charges and expenses arising in connection therewith arising from the negligence, infringement of intellectual or legal rights or breach of statutory duty of the Supplier, his subcontractors, agents or servants, or from the Supplier's defective design, materials or workmanship.



The Supplier indemnifies PRASA against claims, proceedings, compensation and costs payable arising out of infringement by the Supplier of the rights of others, except an infringement which arose out of the use by the Supplier of things provided by PRASA.

Assignment and sub-contracting

The Supplier may not assign or subcontract any part of this order/contract without the written consent of PRASA.

Termination

PRASA may terminate the order/contract at any time (without prejudice to any right of action or remedy which has accrued or thereafter accrues to PRASA):

If the Supplier defaults in due performance of the order/contract, or if the Supplier becomes bankrupt or otherwise is, in the opinion of PRASA, in such financial circumstances as to prejudice the proper performance of the order/contract, or for any other reason in which case the Supplier will be compensated for all costs incurred.

Governing law

The order/contract is governed by the law of the Republic of South Africa and the parties hereby submit to the non-exclusive jurisdiction of the South African courts.

SECTION 6

DECLARATION OF INTEREST

SBD4

1. Any legal person, including persons employed by the state*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....

2.3 Position occupied in the Company (director, shareholder etc):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

.....

* "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the national Council of provinces; or
- (e) Parliament.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member:

Name of state institution to which the person is connected:

Position occupied in the state institution:

Any other particulars:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors **YES / NO**
shareholders / members or their spouses conduct business
with the state in the previous twelve months?

DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PRASA'S GENERAL CONDITIONS OF TENDER AS STIPULATED IN THE RFQ SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

SIGNATURE

.....

DATE

.....

POSITION

.....

NAME OF BIDDER

B-BBEE PREFERENCE POINTS CLAIM FORM

This preference form must form part of all bids invited. It contains general information and serves as a claim for preference points for Broad-Based Black Economic Empowerment [B-BBEE] Status Level of Contribution.

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable.

1.3 Either the **80/20** preference point system shall be applicable to this bid.

1.4 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.5 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTION	20
Total points for Price and B-BBEE must not exceed	100

1.5.1 Failure on the part of a bidder to submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System [**SANAS**], or a sworn affidavit confirming annual turnover and level of black ownership in case of all EMEs and QSEs with 51% black ownership or more together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require either of a bidder, before a bid is adjudicated or at any time

subsequently, to substantiate any claim concerning preferences, in any manner required by the purchaser.

2. DEFINITIONS

- 2.1 “**all applicable taxes**” includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 “**B-BBEE status level of contributor**” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 “**Black designated group**” has meaning assigned to it in codes of good practice issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act.
- 2.6 “**Black People**” meaning assigned to in Section 1 of Broad-Based Black Economic Empowerment Act.
- 2.7 “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.8 “**CIPC**” means the Companies and Intellectual Property Commission, formerly known as CIPRO, the Companies and Intellectual Property Registration Office.
- 2.9 “**comparative price**” means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.10 “**consortium or joint venture**” means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.11 “**contract**” means the agreement that results from the acceptance of a bid by an organ of state;
- 2.12 “**co-operative**” means a co-operative registered in terms of section 7 of Cooperatives Act, 2005 (Act No. 14 of 2005)
- 2.13 “**Designated Group**” means - i) Black designated groups; ii) Black People; iii) Women; iv) people with

- disabilities or v) Small enterprise, as defined in Section 1 of National Small Enterprise Act, (102 of 1996)
- 2.14 “**Designated Sector**” means, sub-sector or industry or product designated in terms of regulation 8(1)(a)
- 2.15 “**EME**” means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.16 “**firm price**” means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.17 “**functionality**” means the ability of a bidder to provide goods or services in accordance with specification as set out in the bid documents;
- 2.18 “**Military Veteran**” has meaning assigned to it in Section 1 of Military Veterans Act, 2011 (Act No. 18 of 2011);
- 2.19 “**National Treasury**” has meaning assigned to it in Section 1 of Public Finance Management Act, 1999 (Act No. 1 of 1999);
- 2.20 “**non-firm prices**” means all prices other than “firm” prices;
- 2.21 “**person**” includes a juristic person;
- 2.22 “**People with disabilities**” meaning assigned to it in terms of Section 1 of Employment Equity Act, 1998 (Act No. 55 of 1998)
- 2.23 “**Price**” includes all applicable taxes less all unconditional discounts.
- 2.24 “**Proof of B-BBEE Status Level of Contributor**” i) the B-BBEE status level certificate issued by an unauthorised body or person; ii) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or iii) any other requirement prescribed in terms of the Broad- Based Black Economic Empowerment Act.
- 2.25 “**Rural Area**” i) a sparsely populated area in which people farm or depend on natural resources, including villages and small towns that are dispersed through the area; or ii) an area including a large settlement which depends on migratory labour and remittances and government social grants for survival, and may have traditional land tenure system.
- 2.26 “**QSE**” means a Qualifying Small Enterprise as defines by Codes of Good Practice under section 9 (1)

of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- 2.27 “**rand value**” means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 2.28 “**sub-contract**” means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.29 “**total revenue**” bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.30 “**Township**” means an urban living area that any time from the late 19th century until 27 April 1994, was reserved for black people, including areas developed for historically disadvantaged individuals post 27 April 1994
- 2.31 “**Treasury**” meaning assigned to it in Section 1 of the Public Finance Management Act, 1999 (Act No. 1 of 1999)
- 2.32 “**trust**” means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.33 “**trustee**” means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.
- 2.34 “**Youth**” meaning assigned to it in terms of Section 1 of National youth Development Agency Act, 2008 (Act No. 54 of 2008).

3. **ADJUDICATION USING A POINT SYSTEM**

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the

highest score for functionality.

3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

4. POINTS AWARDED FOR PRICE

4.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

Ps = Points scored for comparative price of bid under consideration

Pt = Comparative price of bid under consideration

Pmin = Comparative price of lowest acceptable bid

5. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION

5.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5.2 A bidder who qualifies as an EME in terms of the B-BBEE Act must submit a sworn affidavit confirming Annual Total Revenue and Level of Black Ownership. Furthermore, EMEs may also obtain a sworn

affidavit from CIPC (formerly CIPRO) Self Service Terminals when registering business or filing annual returns. In these instances, PRASA would require proof of turnover as well as proof of ownership. Sworn affidavits must substantially comply with the format that can be obtained on the DTI's website at www.dti.gov.za/economic_empowerment/bee_codes.jsp.

- 5.3 QSEs that are at least 51% Black owned or higher are only required to obtain a sworn affidavit on an annual basis confirming that the entity has an Annual Total Revenue of R50 million or less and the entity's Level of Black ownership.
- 5.4 A Bidder other than EME or a QSE that is at least 51% Black owned must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating a Verification Agency accredited by SANAS.
- 5.5 A trust, consortium or joint venture (including unincorporated consortia and joint ventures) must submit a consolidated B-BBEE Status Level verification certificate for every separate bid.
- 5.6 Tertiary Institutions and Public Entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 5.9 Bidders are to note that the rules pertaining to B-BBEE verification and other B-BBEE requirements may be changed from time to time by regulatory bodies such as National Treasury or the DTI. It is the Bidder's responsibility to ensure that his/her bid complies fully with all B-BBEE requirements at the time of the submission of the bid.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6.1.1 B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 5.1

6.2 B-BBEE Status Level of Contribution: . =(maximum of 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or a sworn affidavit.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME.

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME <input type="checkbox"/>	QSE <input type="checkbox"/>
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>
Black people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>
Black people living in rural or underdeveloped areas or townships	<input type="checkbox"/>	<input type="checkbox"/>
Cooperative owned by black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are military veterans	<input type="checkbox"/>	<input type="checkbox"/>

OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the
- iv) purchaser that the claims are correct;
- v) If a bidder submitted false information regarding its B-BBEE status level of contributor, local production and content, or any other matter required in terms of the Preferential Procurement Regulations, 2017 which will affect or has affected the evaluation of a bid, or where a bidder has failed to declare any subcontracting arrangements or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have.
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) if the successful bidder subcontracted a portion of the bidder to another person without disclosing it, PRASA reserves the right to penalise the bidder up to 10 percent of the value of the contract;
 - (e) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (f) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....
SIGNATURE(S) OF BIDDERS(S)
DATE:

ADDRESS

.....

.....

SECTION 8

SBD 8

DECLARATION OF COMPANY'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Company Document must form part of all RFQs invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The RFQ of any Company may be disregarded if that Company, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the RFQ.**

Item	Question	Yes	No
4.1	Is the Company or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). <i>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

.2	<p>Is the Company or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><i>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</i></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the Company or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	<p>Was any contract between the Company and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Position

.....

Date

.....

Name of Company

SECTION 9**SBD 9****CERTIFICATE OF INDEPENDENT RFQ DETERMINATION**

1. This Standard Company Document (SBD) must form part of all RFQs¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive Company (or RFQ rigging).² Collusive Company is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the RFQ of any Company if that Company, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the Company process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when RFQs are considered, reasonable steps are taken to prevent any form of RFQ-rigging.
5. In order to give effect to the above, the attached Certificate of RFQ Determination (SBD 9) must be completed and submitted with the RFQ:

¹ Includes price quotations, advertised competitive RFQs, limited RFQs and proposals.

² RFQ rigging (or collusive Company) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a Company process. RFQ rigging is, therefore, an agreement between competitors not to compete.

SECTION 10

SBD 6.2

DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2017, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations, 2017 (Regulation 8) make provision for the promotion of local production and content.
- 1.2. Regulation 8.(2) prescribes that in the case of designated sectors, organs of state must advertise such tenders with the specific bidding condition that only locally produced or manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for tenders referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

- 1.6. A bid may be disqualified if this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation;
2. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

SUPPLY AND DELIVERY OF STATIONERY

ITEM NO	MATERIAL	SPECIFICATION	Minimum Threshold for Local Content %
1	M00100262	ADHESIVE; TYPE GLUE STICK - PRITT 40G or Equivalent	STEEL PRODUCTS, FASTENERS, 100%
2	M00100264	ADHESIVE; TYPE PRESTIK 100G - BOSTIK	STEEL PRODUCTS, FASTENERS, 100%
3	M00100267	ADHESIVE; TYPE TAPE - PACKAGING - 48MM X 100M - BUFF	STEEL PRODUCTS, FASTENERS, 100%
4	M00100268	ADHESIVE; TYPE TAPE - PACKAGING - 48MM X 100M - CLEAR	STEEL PRODUCTS, FASTENERS, 100%
5	M00100270	ADHESIVE; TYPE TAPE - PACKAGING - 48MM X 50M - CLEAR	STEEL PRODUCTS, FASTENERS, 100%
6	M00100271	ADHESIVE; TYPE SELLOTAPE - 12MM X 66M - SA1219	STEEL PRODUCTS, FASTENERS, 100%
7	M00100272	ADHESIVE; TYPE SELLOTAPE - 18MM X 66M - SA1219	STEEL PRODUCTS, FASTENERS, 100%
8	M00042923	BINDER, LOOSE-LEAF; PRASA RAIL FILE COVER (PACKETS OF 100) BINDER	STEEL PRODUCTS, FASTENERS, 100%
9	M00100293	SHEET; TYPE BINDING - A4 ACETATE - CLEAR COVER, SPECIFICATION 60, 180 MICRON	STEEL PRODUCTS, FASTENERS, 100%

ITEM NO	MATERIAL	SPECIFICATION	Minimum Threshold for Local Content %
10	M00100304	COVER; TYPE A4 CLEAR/WHITE - GBC - PKT 25 EA	STEEL PRODUCTS, FASTENERS, 100%
11	M00100325	BINDING ELEMENT; TYPE A4 RING - 25MM - BLACK	STEEL PRODUCTS, FASTENERS, 100%
12	M00100397	BOOK; TYPE BOOK, A1, FEATURES P/PUNCHED FLIP CHART PAPER, 594MM X 840MM 30P, BOND	STEEL PRODUCTS, FASTENERS, 100%
13	M00100398	BOOK; TYPE BOOK, A1, FEATURES P/PUNCHED FLIP CHART PAPER, 594MM X 840MM 50P, ECONO JD592	STEEL PRODUCTS, FASTENERS, 100%
14	M00100404	BOOK; TYPE A4 COUNTER FEINT & MARGIN, 192PG, JD 161	STEEL PRODUCTS, FASTENERS, 100%
15	M00100405	BOOK; TYPE A4 COUNTER FEINT & MARGIN, 288PG, JD 162	STEEL PRODUCTS, FASTENERS, 100%
16	M00100407	BOOK, DUPLICATE; TYPE A4, JD 55, COMMERCIAL SIZE 210MM X 297MM, DUPLICATIONS PEN CARBON FEINT RULED	STEEL PRODUCTS, FASTENERS, 100%
17	M00100417	BOOK; TYPE A4 EXAM PAD, PUNCHED, FEATURES 210MM X 297MM 100P, JD 581	STEEL PRODUCTS, FASTENERS, 100%
18	M00100418	BOOK; TYPE A4 EXECUTIVE PAD, UNPUNCHED, 210MM X 297MM 80P, JD 265	STEEL PRODUCTS, FASTENERS, 100%
19	M00100431	PAD, WRITING PAPER; TYPE A5 DESK PAD, W371, SIZE DESIGNATION 127MM X 203MM 50P	STEEL PRODUCTS, FASTENERS, 100%
20	M00100433	BOOK; TYPE A5 MANUSCRIPT, 128PG, JD 6235	STEEL PRODUCTS, FASTENERS, 100%

ITEM NO	MATERIAL	SPECIFICATION	Minimum Threshold for Local Content %
21	M00100434	BOOK; TYPE A5 MANUSCRIPT, FEINT & MARGIN, 192PG, JD 6255	STEEL PRODUCTS, FASTENERS, 100%
22	M00100435	BOOK; TYPE A5 SHORTHAND NOTEBOOK FEATURES NO C/LINE, 144PG, JD 145	STEEL PRODUCTS, FASTENERS, 100%
23	M00100436	BOOK; TYPE A6 INDEX FEINT RULED, 144PG, JD 424	STEEL PRODUCTS, FASTENERS, 100%
24	M00100437	BOOK; TYPE A6 MEMO FEINT RULED, FEATURES 144PG, JD 356 HARD COVER	STEEL PRODUCTS, FASTENERS, 100%
25	M00100438	BOOK; TYPE A6 MEMO FEINT RULED, 96PG, JD 355	STEEL PRODUCTS, FASTENERS, 100%
26	M00103806	BOARD; TYPE A4 175 GSM CRAFT BOARD, SUPPLIED IN A PACK OF 100, COLOR: BROWN	STEEL PRODUCTS, FASTENERS, 100%
27	M00100440	CALCULATOR, ELECTRONIC; TYPE DESK TOP 12 DIGIT, SHARP EL2128	STEEL PRODUCTS, FASTENERS, 100%
28	M00100442	CALCULATOR, ELECTRONIC; TYPE TWIN POWER 10 DIGIT, SHARP EL331A	STEEL PRODUCTS, FASTENERS, 100%
29	M00100450	CLIP, PAPER; TYPE CLIPS, FOLDBACK, 19MM, NO.1	STEEL PRODUCTS, FASTENERS, 100%
30	M00100451	CLIP, PAPER; TYPE CLIPS, FOLDBACK, 32MM, NO.3	STEEL PRODUCTS, FASTENERS, 100%
31	M00100452	CLIP, PAPER; TYPE CLIPS, FOLDBACK, 41MM, NO.4	STEEL PRODUCTS, FASTENERS, 100%
32	M00100453	CLIP, PAPER; TYPE CLIPS, FOLDBACK, 51MM, NO.5	STEEL PRODUCTS, FASTENERS, 100%

ITEM NO	MATERIAL	SPECIFICATION	Minimum Threshold for Local Content %
33	M00100454	CLIP, PAPER; TYPE CLIPS, PAPER COLOUR 30MM, CLIP MATERIAL PLASTIC COATED	STEEL PRODUCTS, FASTENERS, 100%
34	M00100455	CLIP, PAPER; TYPE CLIPS, FASTENERS, 17MM, NO.2, PACKAGE TYPE SUPPLIED IN BOX CONTAINING 100, CLIP MATERIAL BRASS	STEEL PRODUCTS, FASTENERS, 100%
35	M00100457	CLIP, PAPER; TYPE CLIPS, FASTENERS, 25MM, NO.4, PACKAGE TYPE SUPPLIED IN BOX CONTAINING 100, CLIP MATERIAL BRASS	STEEL PRODUCTS, FASTENERS, 100%
36	M00100458	CLIP, PAPER; TYPE CLIPS, FASTENERS, 31MM, NO.5, PACKAGE TYPE SUPPLIED IN BOX CONTAINING 100, CLIP MATERIAL BRASS	STEEL PRODUCTS, FASTENERS, 100%
37	M00100459	CLIP, PAPER; TYPE CLIPS, FASTENERS, 38MM, NO.6, PACKAGE TYPE SUPPLIED IN BOX CONTAINING 100, CLIP MATERIAL BRASS	STEEL PRODUCTS, FASTENERS, 100%
38	M00100460	CLIP, PAPER; TYPE CLIPS, FASTENERS, 51MM, NO.7, PACKAGE TYPE SUPPLIED IN BOX CONTAINING 100, CLIP MATERIAL BRASS	STEEL PRODUCTS, FASTENERS, 100%
39	M00100461	CLIP, PAPER; TYPE CLIPS, FASTENERS, GIANT, 50MM, PACKAGE TYPE SUPPLIED	STEEL PRODUCTS, FASTENERS, 100%
40	M00100462	CLIP, PAPER; TYPE CLIPS, FASTENERS, GIANT WAVY, 50MM, PACKAGE TYPE SUPPLIED IN BOX, CLIP MATERIAL SILVER	STEEL PRODUCTS, FASTENERS, 100%

ITEM NO	MATERIAL	SPECIFICATION	Minimum Threshold for Local Content %
41	M00100463	CLIP, PAPER; TYPE CLIPS, PAPER WHITE, 30MM, W287, CLIP MATERIAL PLASTIC COATED	STEEL PRODUCTS, FASTENERS, 100%
42	M00100466	CLOTH, CLEANING; TYPE COMPUTER CONSUMABLES, CLEANING WIPES, 70 SHTS, YP	STEEL PRODUCTS, FASTENERS, 100%
43	M00100467	FLUID, CORRECTION; TYPE CORRECTION FLUID, CONTAINER 20ML, COLOR WHITE	STEEL PRODUCTS, FASTENERS, 100%
44	M00100468	FLUID, CORRECTION; TYPE CORRECTION FLUID, WALTONS, CONTAINER 20ML, COLOR WHITE	STEEL PRODUCTS, FASTENERS, 100%
45	M00100469	PEN, CORRECTION; TYPE CORRECTION PEN, MON AMI, TIP SIZE FINE POINT, INK COLOR WHITE	STEEL PRODUCTS, FASTENERS, 100%
46	M00100470	PEN, CORRECTION; TYPE CORRECTION PEN, PENTEL ZL 1S-6, 50TIP SIZE FINE POINT, INK COLOR WHITE	STEEL PRODUCTS, FASTENERS, 100%
47	M00100471	PEN, CORRECTION; TYPE CORRECTION PEN, PENTEL ZL31W, TIP SIZE FINE POINT, INK COLOR WHITE	STEEL PRODUCTS, FASTENERS, 100%
48	M00100540	HOLDER; TYPE PAPER CLIP HOLDER, DESK ACCESSORY, MATERIAL MAGNETIC	STEEL PRODUCTS, FASTENERS, 100%
49	M00100549	PAD, WRITING PAPER; TYPE PAPER CUBE REFILL, COLOR RAINBOW	STEEL PRODUCTS, FASTENERS, 100%
50	M00100550	PAD, WRITING PAPER; TYPE PAPER CUBE REFILL, COLOR WHITE	STEEL PRODUCTS, FASTENERS, 100%

ITEM NO	MATERIAL	SPECIFICATION	Minimum Threshold for Local Content %
51	M00108211	DISC; TYPE SPINDAL(100 COMPACT DISCS:RECORDABLE) 700MB,52 X SPEED, 80min WITH SLEEVES, DIMENSIONS 126MM X 126MM	STEEL PRODUCTS, FASTENERS, 100%
52	M00101433	ENVELOPE, MAILING; TYPE C4-ENP98SEM - MANILLA, DIMENSIONS 229x324 MM, SPECIAL FEATURES SELF SEAL, PACKAGE TYPE BOX OF 250 ENVELOPES; P/N: 516677 WALTONS STATIONERY CO. LTD;	STEEL PRODUCTS, FASTENERS, 100%
53	M00102662	ENVELOPE, MAILING; TYPE DLB ENB92SE, COLOR WHITE, DIMENSIONS 110MM X 220MM, SPECIAL FEATURES SEMI SEAL, PACKAGE TYPE BOX OF 500; CODE 511531	STEEL PRODUCTS, FASTENERS, 100%
54	M00100580	ERASER, RUBBER; TYPE ERASER, PRIMELINE, MATERIAL PLASTIC/RUBBER NATURAL	STEEL PRODUCTS, FASTENERS, 100%
55	M00100579	ERASER, RUBBER; TYPE ERASER, STEADTLER 526-50, MATERIAL PLASTIC/RUBBER NATURAL, SPECIAL FEATURES IN SLEEVE	STEEL PRODUCTS, FASTENERS, 100%
56	M00100576	ERASER, BOARD; TYPE WHITEBOARD CLEANER, PARROT BA0201, DIMENSIONS 250ML, HOLDER MATERIAL PLASTIC	STEEL PRODUCTS, FASTENERS, 100%
57	M00063451	ERASER, BOARD; TYPE WHITEBOARD ERASER, PARROT BA0105	STEEL PRODUCTS, FASTENERS, 100%
58	M00100587	RING, LOOSE-LEAF BINDER; TYPE FILING 2 RING BINDER, COLOR BLACK, DIMENSIONS 50MM, CAPACITY A4	STEEL PRODUCTS, FASTENERS, 100%

ITEM NO	MATERIAL	SPECIFICATION	Minimum Threshold for Local Content %
59	M00100592	FILE, STATIONERY; TYPE LEVER ARCH, 70MM, W164/S1029, MATERIAL POLYPROPYLENE, SIZE A4, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
60	M00100593	FILE, STATIONERY; TYPE LEVER ARCH, 70MM, W164/S1029, MATERIAL POLYPROPYLENE, SIZE A4, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%
61	M00100594	FILE, STATIONERY; TYPE LEVER ARCH, 70MM, W164/S1029, MATERIAL POLYPROPYLENE, SIZE A4, COLOR GREEN	STEEL PRODUCTS, FASTENERS, 100%
62	M00100830	FILE, STATIONERY; TYPE LEVER ARCH, BANTEX 1450, 70MM, MATERIAL PVC, SIZE A4, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
63	M00100832	FILE, STATIONERY; TYPE LEVER ARCH, BANTEX 1450, 70MM, MATERIAL PVC, SIZE A4, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%
64	M00100838	FILE, STATIONERY; TYPE LEVER ARCH, BANTEX 1450, 70MM, MATERIAL PVC, SIZE A4, COLOR PINK	STEEL PRODUCTS, FASTENERS, 100%
65	M00100840	FILE, STATIONERY; TYPE LEVER ARCH, BANTEX 1450, 70MM, MATERIAL PVC, SIZE A4, COLOR YELLOW	STEEL PRODUCTS, FASTENERS, 100%
66	M00100859	PLASTIC SHEET; TYPE A4 PLASTIC POCKETS - PER PKT, COLOR CLEAR, THICKNESS 60 U	STEEL PRODUCTS, FASTENERS, 100%
67	M00100860	FILE; TYPE 10 POCKET FLIP FILE/PRIMELINE, DIMENSIONS A4	STEEL PRODUCTS, FASTENERS, 100%

ITEM NO	MATERIAL	SPECIFICATION	Minimum Threshold for Local Content %
68	M00100861	FILE; TYPE 20 POCKET FLIP FILE/PRIMELINE, DIMENSIONS A4	STEEL PRODUCTS, FASTENERS, 100%
69	M00100872	CLIPBOARD; TYPE W479/S1120, MATERIAL MASONITE, LENGTH 380 Millimeter, WIDTH 240 Millimeter	STEEL PRODUCTS, FASTENERS, 100%
70	M00100873	FASTENER, FILE; TYPE W4 / WS82, SUPPLIED PER BOX OF 50, SIZE 70MM	STEEL PRODUCTS, FASTENERS, 100%
71	M00100890	FILE; TYPE FS SUSPENSION FILES WITH TAB & INSERT	STEEL PRODUCTS, FASTENERS, 100%
72	M00100895	CONE; TYPE FINGER, DIMENSIONS X LARGE - NO 1	STEEL PRODUCTS, FASTENERS, 100%
73	M00100646	CARD, INDEX; TYPE A4 1- 31- IND1131, FEATURES MULTIPUNCHED PRINTED PVC -	STEEL PRODUCTS, FASTENERS, 100%
74	M00100647	CARD, INDEX; TYPE A4 - A-Z - IND1116, FEATURES MULTIPUNCHED PRINTED PVC	STEEL PRODUCTS, FASTENERS, 100%
75	M00100649	CARD, INDEX; TYPE A4 - JAN - DEC, FEATURES MULTIPUNCHED PRINTED PVC	STEEL PRODUCTS, FASTENERS, 100%
76	M00100657	INK; TYPE STAMP PAD, CONTAINER 30 ML, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
77	M00100658	INK; TYPE STAMP PAD, CONTAINER 30 Milliliter, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%
80	M00100660	INK; TYPE STAMP PAD, CONTAINER 30 Milliliter, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%

ITEM NO	MATERIAL	SPECIFICATION	Minimum Threshold for Local Content %
81	M00100687	POUCH, LAMINATING; TYPE A3 150MIC - PER BOX	STEEL PRODUCTS, FASTENERS, 100%
82	M00100688	POUCH, LAMINATING; TYPE A4 150MIC - PER BOX	STEEL PRODUCTS, FASTENERS, 100%
83	M00100689	POUCH, LAMINATING; TYPE A4 250MIC - PER BOX	STEEL PRODUCTS, FASTENERS, 100%
84	M00100234	PEN, BALL-POINT; TYPE BIC FINE ORANGE, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
85	M00100236	PEN, BALL-POINT; TYPE BIC -FINE ORANGE, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%
86	M00100237	PEN, BALL-POINT; TYPE BIC - MEDIUM, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%
87	M00100238	PEN, BALL-POINT; TYPE BIC -FINE ORANGE, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%
88	M00100239	PEN, BALL-POINT; TYPE BIC OR EQUIVALENT - MEDIUM, COLOR RED, PACKAGE TYPE 60	STEEL PRODUCTS, FASTENERS, 100%
89	M00100242	PEN, BALL-POINT; TYPE MON AMI LINE, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%
90	M00100243	PEN, BALL-POINT; TYPE PENTEL SUPERB BK77, COLOR BIOLET	STEEL PRODUCTS, FASTENERS, 100%
91	M00100244	PEN, BALL-POINT; TYPE PENTEL SUPERB BK77, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
92	M00100245	PEN, BALL-POINT; TYPE PENTEL SUPERB BK77, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%

ITEM NO	MATERIAL	SPECIFICATION	Minimum Threshold for Local Content %
93	M00100246	PEN, BALL-POINT; TYPE PENTEL SUPERB BK77, COLOR GREEN	STEEL PRODUCTS, FASTENERS, 100%
94	M00100248	PEN, BALL-POINT; TYPE PENTEL SUPERB BK77, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%
95	M00100249	PEN, BALL-POINT; TYPE REPLICA, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
96	M00100250	PEN, BALL-POINT; TYPE REPLICA, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%
97	M00100251	PEN, BALL-POINT; TYPE REPLICA, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%
98	M00100260	REFILL, BALL POINT PEN; TYPE PARKER - FINE, INK COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
99	M00100408	REFILL, BALL POINT PEN; TYPE PARKER - MEDIUM, INK COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
100	M00100411	REFILL, BALL POINT PEN; TYPE PARKER - MEDIUM, INK COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%
101	M00100412	REFILL, BALL POINT PEN; TYPE PENTEL SUPERB BK77, INK COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
102	M00100413	REFILL, BALL POINT PEN; TYPE PENTEL SUPERB BK77, INK COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%
103	M00100404	REFILL, BALL POINT PEN; TYPE PENTEL SUPERB BK77, INK COLOR RED	STEEL PRODUCTS, FASTENERS, 100%

ITEM NO	MATERIAL	SPECIFICATION	Minimum Threshold for Local Content %
104	M00100415	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - FINE, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
105	M00100416	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - MEDIUM, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
106	M00100420	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - FINE, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%
107	M00100421	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - MEDIUM, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%
108	M00100422	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - MEDIUM, COLOR GREEN	STEEL PRODUCTS, FASTENERS, 100%
109	M00100423	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - FINE, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%
110	M00100424	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - MEDIUM, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%
111	M00100425	PEN, PLASTIC TIP; TYPE FINELINER - PILOT SW-PPF, TIP TYPE BLACK	STEEL PRODUCTS, FASTENERS, 100%
112	M00100426	PEN, PLASTIC TIP; TYPE FINELINER - PILOT SW-PPF, TIP TYPE BLUE	STEEL PRODUCTS, FASTENERS, 100%
113	M00100429	PEN, PLASTIC TIP; TYPE FINELINER - PILOT SW-PPF, TIP TYPE PURPLE	STEEL PRODUCTS, FASTENERS, 100%
114	M00100430	PEN, PLASTIC TIP; TYPE FINELINER - PILOT SW-PPF, TIP TYPE RED	STEEL PRODUCTS, FASTENERS, 100%

ITEM NO	MATERIAL	SPECIFICATION	Minimum Threshold for Local Content %
115	M00100337	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%
116	M00100340	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR GREEN	STEEL PRODUCTS, FASTENERS, 100%
117	M00100341	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR ORANGE	STEEL PRODUCTS, FASTENERS, 100%
118	M00100342	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR PINK	STEEL PRODUCTS, FASTENERS, 100%
119	M00100343	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR PURPLE	STEEL PRODUCTS, FASTENERS, 100%
120	M00100344	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%
121	M00100346	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR YELLOW	STEEL PRODUCTS, FASTENERS, 100%
122	M00100347	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, STABILO BOSS, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%
123	M00100348	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, STABILO BOSS, COLOR GREEN	STEEL PRODUCTS, FASTENERS, 100%
124	M00100353	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, STABILO BOSS, COLOR ORANGE	STEEL PRODUCTS, FASTENERS, 100%

125	M00100354	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, STABILO BOSS, COLOR YELLOW	STEEL PRODUCTS, FASTENERS, 100%
126	M00100359	MARKER, FELT TIP; TYPE MARKER, OHP PERMANENT, PENFLEX, COLOR BLACK, TIP TYPE FINE	STEEL PRODUCTS, FASTENERS, 100%
127	M00100365	MARKER, FELT TIP; TYPE MARKER, OHP PERMANENT, PENFLEX, COLOR RED, TIP TYPE FINE	STEEL PRODUCTS, FASTENERS, 100%
128	M00100367	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 70, TIP SIZE BULLET POINT, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
129	M00100368	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 70, TIP SIZE BULLET POINT, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%
130	M00100369	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 70, TIP SIZE BULLET POINT, COLOR GREEN	STEEL PRODUCTS, FASTENERS, 100%
131	M00100370	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 70, TIP SIZE BULLET POINT, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%
132	M00100371	MARKER, FELT TIP; TYPE MARKER, PERMANENT, REPLICA, TIP SIZE BULLET POINT, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
133	M00100373	MARKER, FELT TIP; TYPE MARKER, PERMANENT, REPLICA, TIP SIZE BULLET POINT, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%
134	M00100376	MARKER, FELT TIP; TYPE MARKER, PERMANENT, YOKEN 10, TIP SIZE BULLET POINT, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
135	M00100379	MARKER, FELT TIP; TYPE MARKER, PERMANENT, YOKEN 10, TIP SIZE BULLET POINT, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%

ITEM NO	MATERIAL	SPECIFICATION	Minimum Threshold for Local Content %
136	M00100380	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 90, TIP SIZE CHISEL POINT, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
137	M00100384	MARKER, FELT TIP; TYPE MARKER, PERMANENT, YOKEN 20, TIP SIZE CHISEL POINT, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
138	M00100388	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 700, TIP SIZE BULLET POINT, COLOR BLACK, TIP TYPE FINE	STEEL PRODUCTS, FASTENERS, 100%
139	M00100389	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 700, TIP SIZE BULLET POINT, COLOR BLUE, TIP TYPE FINE	STEEL PRODUCTS, FASTENERS, 100%
140	M00100390	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 700, TIP SIZE BULLET POINT, COLOR GREEN, TIP TYPE FINE	STEEL PRODUCTS, FASTENERS, 100%
141	M00100391	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 700 OR EQUIVALENT, TIP SIZE BULLET POINT, COLOR RED, TIP TYPE FINE	STEEL PRODUCTS, FASTENERS, 100%
142	M00100793	PEN, ROLLER BALL; TYPE PILOT HI - TECH BX V5 0.5 FINE, INK COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
143	M00100795	PEN, ROLLER BALL; TYPE PILOT HI - TECH BX V5 0.5 FINE, INK COLOR GREEN	STEEL PRODUCTS, FASTENERS, 100%
144	M00100796	PEN, ROLLER BALL; TYPE PILOT HI - TECH BX V5 0.5 FINE, INK COLOR RED	STEEL PRODUCTS, FASTENERS, 100%

145	M00100806	REFILL, BALL POINT PEN; TYPE PARKER - MEDIUM, INK COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
146	M00100392	MARKER, FELT TIP; TYPE MARKER, WHITEBOARD, ARTLINE 500, TIP SIZE BULLET, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%
147	M00100393	MARKER, FELT TIP; TYPE MARKER, WHITEBOARD, ARTLINE 500, TIP SIZE BULLET, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%
148	M00100394	MARKER, FELT TIP; TYPE MARKER, WHITEBOARD, ARTLINE 500, TIP SIZE BULLET, COLOR BROWN	STEEL PRODUCTS, FASTENERS, 100%
149	M00100395	MARKER, FELT TIP; TYPE MARKER, WHITEBOARD, ARTLINE 500, TIP SIZE BULLET, COLOR GREEN	STEEL PRODUCTS, FASTENERS, 100%
150	M00100396	MARKER, FELT TIP; TYPE MARKER, WHITEBOARD, ARTLINE 500, TIP SIZE BULLET, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%
151	M00100809	PENCIL; TYPE CLUTCH 0.5MM - PENTEL HOTSHOT	STEEL PRODUCTS, FASTENERS, 100%
152	M00100810	PENCIL; TYPE CLUTCH 0.5MM - STEPHENS S405, FEATURES CUSHION TIP BLACK BARREL	STEEL PRODUCTS, FASTENERS, 100%
153	M00100811	PENCIL; TYPE CLUTCH 0.5MM - MON AMI DIGI CLIQUE, FEATURES WITH RUBBER GRIP	STEEL PRODUCTS, FASTENERS, 100%
154	M00100812	PENCIL; TYPE CLUTCH 0.5MM - PENTEL TECHNICLICK - PD105, FEATURES WITH RUBBER GRIP	STEEL PRODUCTS, FASTENERS, 100%
155	M00100815	PENCIL; TYPE LEAD - CLUTCH 0.5MM, FEATURES MON AMI - HB, PACKAGE TYPE TUBE	STEEL PRODUCTS, FASTENERS, 100%
156	M00100816	PENCIL; TYPE LEAD CLUTCH 0.5MM, FEATURES PENTEL - HB	STEEL PRODUCTS, FASTENERS, 100%

157	M00100817	PENCIL; TYPE WOODEN, FEATURES PRIMELINE - HB	STEEL PRODUCTS, FASTENERS, 100%
158	M00100821	PENCIL; TYPE WOODEN, FEATURES STEADTLER - 3H	STEEL PRODUCTS, FASTENERS, 100%
159	M00100827	PENCIL; TYPE WOODEN, FEATURES STEADTLER - HB	STEEL PRODUCTS, FASTENERS, 100%
160	M00100694	PIN; TYPE DRAWING SOLID HEAD 12MM, SPECIFICATION PER BOX	STEEL PRODUCTS, FASTENERS, 100%
161	M00100695	PIN; TYPE INDICATOR - BLACK, SPECIFICATION PER BOX, LENGTH 20 MM	STEEL PRODUCTS, FASTENERS, 100%
162	M00100696	PIN; TYPE INDICATOR - BLUE, SPECIFICATION PER BOX, LENGTH 20 Millimeter	STEEL PRODUCTS, FASTENERS, 100%
163	M00100697	PIN; TYPE INDICATOR - GREEN, SPECIFICATION PER BOX, LENGTH 20 Millimeter	STEEL PRODUCTS, FASTENERS, 100%
164	M00100698	PIN; TYPE INDICATOR - RED, SPECIFICATION PER BOX, LENGTH 20 Millimeter	STEEL PRODUCTS, FASTENERS, 100%
165	M00100699	PIN; TYPE INDICATOR - WHITE, SPECIFICATION PER BOX, LENGTH 20 MM	STEEL PRODUCTS, FASTENERS, 100%
166	M00100700	PIN; TYPE INDICATOR - YELLOW, SPECIFICATION PER BOX, LENGTH 20 Millimeter	STEEL PRODUCTS, FASTENERS, 100%
167	M00100702	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DESIGNATION SIGN HERE, DIMENSIONS 25 X 43 MM	STEEL PRODUCTS, FASTENERS, 100%
168	M00100703	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimeter, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%

169	M00100704	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimeter, COLOR FLORESCENT PINK	STEEL PRODUCTS, FASTENERS, 100%
170	M00100705	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimeter, COLOR GREEN	STEEL PRODUCTS, FASTENERS, 100%
171	M00100706	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimeter, COLOR ORANGE	STEEL PRODUCTS, FASTENERS, 100%
172	M00100707	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimeter, COLOR PURPLE	STEEL PRODUCTS, FASTENERS, 100%
173	M00100708	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimeter, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%
174	M00100709	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimeter, COLOR WHITE	STEEL PRODUCTS, FASTENERS, 100%
175	M00100710	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimeter, COLOR YELLOW	STEEL PRODUCTS, FASTENERS, 100%
176	M00100711	STICKER; TYPE POST IT - REPOSITIONABLE NOTE, DIMENSIONS 38 X 50 MM, COLOR PRONTI - YELLOW	STEEL PRODUCTS, FASTENERS, 100%
177	M00100712	STICKER; TYPE POST IT - REPOSITIONABLE NOTE 3M - 657SA, DIMENSIONS 75 X 100 Millimeter, COLOR YELLOW	STEEL PRODUCTS, FASTENERS, 100%
178	M00100713	STICKER; TYPE POST IT - REPOSITIONABLE NOTE, DIMENSIONS 75 X 125 Millimeter, COLOR PRONTI - YELLOW	STEEL PRODUCTS, FASTENERS, 100%
179	M00100714	STICKER; TYPE POST IT - REPOSITIONABLE POP-UP NOTES,	STEEL PRODUCTS, FASTENERS, 100%

		DIMENSIONS 76,2 X 76.2 Millimeter, COLOR YELLOW	
180	M00100715	PUNCH, PAPER, HAND; TYPE KANGARO DP800, FEATURES HEAVY DUTY 2 HOLE	STEEL PRODUCTS, FASTENERS, 100%
181	M00100716	RUBBER BAND; TYPE ASSORTED - 100G	STEEL PRODUCTS, FASTENERS, 100%
182	M00100718	RUBBER BAND; TYPE NO 12, PACKAGE TYPE 100 G	STEEL PRODUCTS, FASTENERS, 100%
183	M00100722	RUBBER BAND; TYPE NO 32, PACKAGE TYPE 100 Gram	STEEL PRODUCTS, FASTENERS, 100%
184	M00100723	RUBBER BAND; TYPE NO 34, PACKAGE TYPE 100 Gram	STEEL PRODUCTS, FASTENERS, 100%
185	M00100724	RUBBER BAND; TYPE NO 38, PACKAGE TYPE 100 Gram	STEEL PRODUCTS, FASTENERS, 100%
186	M00100726	RUBBER BAND; TYPE NO 69, PACKAGE TYPE 100 Gram	STEEL PRODUCTS, FASTENERS, 100%
187	M00100728	RULER; TYPE PLASTIC - CLEAR, SIZE 30 CM	STEEL PRODUCTS, FASTENERS, 100%
188	M00100729	RULER; TYPE PLASTIC - OPAQUE, SIZE 30 CM	STEEL PRODUCTS, FASTENERS, 100%
189	M00100730	RULER; TYPE PLASTIC SHUTTERPROOF - CLEAR, SIZE 30 CM	STEEL PRODUCTS, FASTENERS, 100%
190	M00100731	SCISSORS; MATERIAL ORANGE HANDLE, LENGTH 17 CM, BLADE STYLE 6.7CM - SB1170	STEEL PRODUCTS, FASTENERS, 100%
191	M00100732	SCISSORS; MATERIAL ORANGE HANDLE, LENGTH 21.5 Centimeter, BLADE STYLE 8.5CM - SC3008A	STEEL PRODUCTS, FASTENERS, 100%
192	M00100733	PAD, INK; TYPE STAMP NO 2, COLOR BLACK, SIZE 70 X 110 MM	STEEL PRODUCTS, FASTENERS, 100%

193	M00100736	PAD, INK; TYPE STAMP NO 2, COLOR RED, SIZE 70 X 110 Millimeter	STEEL PRODUCTS, FASTENERS, 100%
194	M00100737	PAD, INK; TYPE STAMP NO 2, COLOR VIOLET, SIZE 70 X 110 Millimeter	STEEL PRODUCTS, FASTENERS, 100%
195	M00100739	STAPLER; TYPE FULL STRIP - REXEL AQUARIUS, MATERIAL PVC	STEEL PRODUCTS, FASTENERS, 100%
196	M00100740	STAPLER; TYPE HEAVY DUTY- REXEL GAIN	STEEL PRODUCTS, FASTENERS, 100%
197	M00100741	STAPLE; TYPE ETONA -23/10, PACKAGE TYPE PER BOX	STEEL PRODUCTS, FASTENERS, 100%
198	M00100746	STAPLE; TYPE PRIMELINE - W254 - 26/6, PACKAGE TYPE PER BOX	STEEL PRODUCTS, FASTENERS, 100%
199	M00100748	STAPLE; TYPE REMOVER KW506	STEEL PRODUCTS, FASTENERS, 100%
200	M00100749	STAPLE; TYPE REXEL - 66/14, PACKAGE TYPE PER BOX	STEEL PRODUCTS, FASTENERS, 100%
201	M00100750	STAPLE; TYPE REXEL NO 66/8, PACKAGE TYPE PER BOX	STEEL PRODUCTS, FASTENERS, 100%
202	M00100751	STAPLE; TYPE REXEL NO 16 - 24/6., PACKAGE TYPE PER BOX	STEEL PRODUCTS, FASTENERS, 100%
203	M00100752	STAPLE; TYPE REXEL NO 56 - 26/6, PACKAGE TYPE PER BOX	STEEL PRODUCTS, FASTENERS, 100%
204	M00102083	STAPLER; TYPE PAPERPRO DESKTOP PP 1100/ 1108, STAPLE SIZE 2 - 25 SHEETS	STEEL PRODUCTS, FASTENERS, 100%
205	M00100753	TWINE; TYPE MEDIUM - 500G, MATERIAL COTTON	STEEL PRODUCTS, FASTENERS, 100%
206	M00100754	TWINE; TYPE THICK - 500G, MATERIAL COTTON	STEEL PRODUCTS, FASTENERS, 100%

207	M00100755	TWINE; TYPE THIN - 500G, MATERIAL COTTON	STEEL PRODUCTS, FASTENERS, 100%
208	M00100758	FOLDER, FILE, HANGING; TYPE A4 HEAVY WEIGHT WITH CLIP NO FLAP 250G, FEATURES OPTIPLAN 445, PACKAGE TYPE PKT 25	STEEL PRODUCTS, FASTENERS, 100%
209	M00100759	FOLDER, FILE, HANGING; TYPE A4 HEAVY WEIGHT WITH FLAP 250G, FEATURES OPTIPLAN 440, PACKAGE TYPE PKT 25	STEEL PRODUCTS, FASTENERS, 100%
210	M00100763	LABEL; TYPE ALPHA, COLOR BLUE, DIMENSIONS 10 SHT X 12 LABELS	STEEL PRODUCTS, FASTENERS, 100%
211	M00100764	LABEL; TYPE ALPHA, COLOR GREEN, DIMENSIONS 10 SHT X 12 LABELS	STEEL PRODUCTS, FASTENERS, 100%
212	M00100765	LABEL; TYPE ALPHA, COLOR LIGHT BLUE, DIMENSIONS 10 SHT X 12 LABELS	STEEL PRODUCTS, FASTENERS, 100%
213	M00100766	LABEL; TYPE ALPHA, COLOR LIGHT GREEN, DIMENSIONS 10 SHT X 12 LABELS	STEEL PRODUCTS, FASTENERS, 100%
214	M00100767	LABEL; TYPE ALPHA, COLOR LIGHT MAUVE, DIMENSIONS 10 SHT X 12 LABELS	STEEL PRODUCTS, FASTENERS, 100%
215	M00100769	LABEL; TYPE ALPHA, COLOR LIGHT ORANGE, DIMENSIONS 10 SHT X 12 LABELS	STEEL PRODUCTS, FASTENERS, 100%
216	M00100770	LABEL; TYPE ALPHA, COLOR LIGHT PINK, DIMENSIONS 10 SHT X 12 LABELS	STEEL PRODUCTS, FASTENERS, 100%
217	M00100780	LABEL; TYPE ALPHA, COLOR YELLOW, DIMENSIONS 10 SHT X 12 LABELS	STEEL PRODUCTS, FASTENERS, 100%

218	M00104596	MARKER, TUBE TYPE; TYPE ARTLINE: PAINT, COLOR WHITE, TIP TYPE BULLET POINT 400, TIP SIZE 2.3 MM	STEEL PRODUCTS, FASTENERS, 100%
219	M00104597	MARKER, TUBE TYPE; TYPE ARTLINE: PAINT, COLOR BLACK, TIP TYPE BULLET POINT 400, TIP SIZE 2.3 MM	STEEL PRODUCTS, FASTENERS, 100%
220	M00101356	FORM PRINTED; TYPE PAYSIP - PRASA, DIMENSIONS 297 X 210 MM, SPECIAL FEATURES PERFORATED EDGES, SELF SEAL U-SHAPE; TO BE SUPPLIED IN BOX CONTAINING 1000 SHEETS.	STEEL PRODUCTS, FASTENERS, 100%
221	M00100283	PAPER, DUPLICATING, COPY; TYPE A4 80G ROTATRIM OR SIMILAR - WHITE, PACKAGE TYPE REAM OF 500 SHEETS	STEEL PRODUCTS, FASTENERS, 100%
222	M00100285	PAPER, DUPLICATING, COPY; TYPE A4 80G TYPEK OR SIMILAR - CELESTIAL BLUE, PACKAGE TYPE REAM OF 500 SHEETS	STEEL PRODUCTS, FASTENERS, 100%
223	M00100287	PAPER, DUPLICATING, COPY; TYPE A4 80G TYPEK OR SIMILAR - JADE, PACKAGE TYPE REAM OF 500 SHEETS	STEEL PRODUCTS, FASTENERS, 100%
224	M00100288	PAPER, DUPLICATING, COPY; TYPE A4 80G TYPEK OR SIMILAR - PINK, PACKAGE TYPE REAM OF 500 SHEETS	STEEL PRODUCTS, FASTENERS, 100%
225	M00100289	PAPER, DUPLICATING, COPY; TYPE A4 80G TYPEK OR SIMILAR - SUNLIGHT YELLOW, PACKAGE TYPE REAM OF 500 SHEETS	STEEL PRODUCTS, FASTENERS, 100%
226	M00100291	PAPER, DUPLICATING, COPY; TYPE A3 80GM – ROTATRIM OR SIMILAR - WHITE, PACKAGE TYPE REAM OF 500 SHEETS	STEEL PRODUCTS, FASTENERS, 100%
227	M00100950	PAPER; TYPE TOP FORM COMPUTER 1 PART BLUE LINE, SIZE 280 X 390 MM; 2000 SHEETS PER BOX	STEEL PRODUCTS, FASTENERS, 100%

228	M00032454	PAPER, BOND; TYPE COPY, COLOR WHITE, SPECIAL FEATURES LONG GRAIN, SIZE DESIGNATOR A3, QUANTITY WITHIN EACH UNIT PACKAGE RM 500; SIZE 297 MM X 420 MM, GRAIN MASS 78 G/SQM; TYPEK OR SIMILAR	STEEL PRODUCTS, FASTENERS, 100%
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3. Does any portion of the goods or services offered have any imported content?

(Tick applicable box)

YES		NO	
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3..1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

4. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the DTI must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

**LOCAL CONTENT DECLARATION
(REFER TO ANNEX B OF SATS 1286:2011)**

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):

NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thdti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above.

The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 14 of the Preferential Procurement Regulations, 2017 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

3. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

3.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

SIGNATURE: _____

DATE: _____

WITNESS No. 1 _____

DATE: _____

WITNESS No. 2 _____

DATE: _____

CERTIFICATE OF INDEPENDENT RFQ DETERMINATION

I, the undersigned, in submitting the accompanying RFQ: _____ (Quotation Number and Description) in response to the invitation for the RFQ made by: _____

_____ (Name of Institution) do hereby

make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ (Name of Company) that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying RFQ will be disqualified if this Certificate is found not to be true and complete in every respect; I am authorized by the Company to sign this Certificate, and to submit the accompanying RFQ, on behalf of the Company;
3. Each person whose signature appears on the accompanying RFQ has been authorized by the Company to determine the terms of, and to sign the RFQ, on behalf of the Company;
4. For the purposes of this Certificate and the accompanying RFQ, I understand that the word “competitor” shall include any individual or organization, other than the Company, whether or not affiliated with the Company, who:
 - a. has been requested to submit a RFQ in response to this RFQ invitation;
 - b. could potentially submit a RFQ in response to this RFQ invitation, based on their qualifications, abilities or experience; and
 - c. provides the same goods and services as the Company and/or is in the same line of business as the Company
5. The Company has arrived at the accompanying RFQ independently from, and without consultation, communication, agreement or arrangement with any competitor.
6. However communication between partners in a joint venture or consortium³ will not be construed as collusive Company.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a. prices;
 - b. geographical area where product or service will be rendered (market allocation)
 - c. methods, factors or formulas used to calculate prices;
 - d. the intention or decision to submit or not to submit, a RFQ;
 - e. the submission of a RFQ which does not meet the specifications and conditions of the RFQ; or
 - f. Company with the intention not to win the RFQ.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this RFQ invitation relates.
9. The terms of the accompanying RFQ have not been, and will not be, disclosed by the Company, directly or indirectly, to any competitor, prior to the date and time of the official RFQ opening or of the awarding of the contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to RFQs and contracts, RFQs that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

.....

Position

.....

Name of Company

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SECTION 11

COMMISSIONER OF OATH

I certify that the above has acknowledged that he/she knows and understands the contents of this document, that he/she does not have any objection to taking the oath, and that he/she considers it to be binding on his/her conscience, and which was sworn to and signed before me at _____ on this the _____ day of _____ 20____, and that the administering oath complied with the regulations contained in Government Gazette No. R 1258 of 21 July 1972, as amended.

_____ (Sign – SERVICE PROVIDER)

_____ (Name – SERVICE PROVIDER)

COMMISSIONER OF OATHS STAMP AND DETAILS OF PERSON

STAMP :

NAME & SURNAME:

DESIGNATION/RANK :

PERSAL/EMPLOYEE NO:

PLACE/DATE:

STATIONERY

1. SCOPE OF WORK:

This contract covers the procurement of stationery for Metrorail KZN over a period of 36 months

2. SPECIFICATIONS:

Refer to Bill of Quantities (BOQ)

3. TRANSPORT:

Delivery to the KZN Main Warehouse in Springfield will be at the cost of the Supplier. This cost must be factored into the final price of the component.

4. DELIVERY:

- Twenty working days from date of official Purchase Order.
- Purchase orders will be issued on an as and when basis throughout the duration of the contract.

5. PENALTIES:

- Should the Contractor fail to deliver on or before the agreed date, a penalty of 1% per day will be charged on the total value of the Purchase order (PO) but shall not exceed 10 percent of the total value of the PO.
- PRASA KZN reserves the right to test the product at any given time during the contract period for compliance. The Supplier will be held liable with costs for any deviations in the specifications which may have resulted in damages and downtime to Rolling Stock equipment. A meeting will be arranged by both parties (PRASA and the Contractor) to discuss the outcome of the investigation and costs incurred were necessary

6. COMPLIANCE:

- Materials that are delivered which are found to be non-conforming will be returned to the supplier at their own transport cost. The contractor will be allowed 10 working days to correct the non-conformance and return the material to PRASA.
- The supplier must submit in writing on a signed company letterhead that all specifications listed on the bill of quantities (BOQ) will be met

7. TERMINATION OF CONTRACT:

PRASA KZN reserves the right to cancel the agreement at any time during the stipulated period due to the contractor not performing according to the requirements of the agreement.

8. PRICE ADJUSTMENTS:

- Prices will be fixed for the first year of the contract.
- Price adjustments for the second year will be taken into cognizance, this may result in an increase or decrease in the unit price of the product. A compulsory meeting will be convened by both parties (Metrorail KZN and the Contractor) to determine the price adjustment. This adjustment will be verified/ confirmed by both parties before acceptance by means of a written notification

9. MEASUREMENTS AND PAYMENTS:

- Any rejected and incomplete work will not be paid for until it is rectified.
- Completed work will be inspected and Invoices will be submitted to finance department after it has passed inspection and testing.

10. GENERAL:

- Where brand names are mentioned in the specifications, you may quote on an equivalent/similar product. Alternate products must meet the minimum requirements mentioned in the Specifications

11. DOCUMENTS TO BE SUBMITTED WITH THIS TENDER

- ***The supplier must submit in writing (on a signed company letterhead) with this tender, acknowledging that:***
 - *The technical specifications of the products listed in the tender document will be met.*
 - *Non-conformances will be closed within 10 days*

SECTION 13

BILL OF QUANTITIES FOR STATIONERY

ITEM NO	MATERIAL	SPECIFICATION	%Local Content	UOM	QTY	UNIT PRICE
1	M00100262	ADHESIVE; TYPE GLUE STICK - PRITT 40G or Equivalent	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
2	M00100264	ADHESIVE; TYPE PRESTIK 100G - BOSTIK	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
3	M00100267	ADHESIVE; TYPE TAPE - PACKAGING - 48MM X 100M - BUFF	STEEL PRODUCTS, FASTENERS, 100%	ROL	1	
4	M00100268	ADHESIVE; TYPE TAPE - PACKAGING - 48MM X 100M - CLEAR	STEEL PRODUCTS, FASTENERS, 100%	ROL	1	
5	M00100270	ADHESIVE; TYPE TAPE - PACKAGING - 48MM X 50M - CLEAR	STEEL PRODUCTS, FASTENERS, 100%	ROL	1	
6	M00100271	ADHESIVE; TYPE SELLOTAPE - 12MM X 66M - SA1219	STEEL PRODUCTS, FASTENERS, 100%	ROL	1	
7	M00100272	ADHESIVE; TYPE SELLOTAPE - 18MM X 66M - SA1219	STEEL PRODUCTS, FASTENERS, 100%	ROL	1	
8	M00042923	BINDER, LOOSE-LEAF; PRASA RAIL FILE COVER (PACKETS OF 100) BINDER	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
9	M00100293	SHEET; TYPE BINDING - A4 ACETATE - CLEAR COVER, SPECIFICATION 60, 180 MICRON	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
10	M00100304	COVER; TYPE A4 CLEAR/WHITE - GBC - PKT 25 EA	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
11	M00100325	BINDING ELEMENT; TYPE A4 RING - 25MM - BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1	

ITEM NO	MATERIAL	SPECIFICATION	%Local Content	UOM	QTY	UNIT PRICE
12	M00100397	BOOK; TYPE BOOK, A1, FEATURES P/PUNCHED FLIP CHART PAPER, 594MM X 840MM 30P, BOND	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
13	M00100398	BOOK; TYPE BOOK, A1, FEATURES P/PUNCHED FLIP CHART PAPER, 594MM X 840MM 50P, ECONO JD592	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
14	M00100404	BOOK; TYPE A4 COUNTER FEINT & MARGIN, 192PG, JD 161	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
15	M00100405	BOOK; TYPE A4 COUNTER FEINT & MARGIN, 288PG, JD 162	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
16	M00100407	BOOK, DUPLICATE; TYPE A4, JD 55, COMMERCIAL SIZE 210MM X 297MM, DUPLICATIONS PEN CARBON FEINT RULED	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
17	M00100417	BOOK; TYPE A4 EXAM PAD, PUNCHED, FEATURES 210MM X 297MM 100P, JD 581	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
18	M00100418	BOOK; TYPE A4 EXECUTIVE PAD, UNPUNCHED, 210MM X 297MM 80P, JD 265	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
19	M00100431	PAD, WRITING PAPER; TYPE A5 DESK PAD, W371, SIZE DESIGNATION 127MM X 203MM 50P	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
20	M00100433	BOOK; TYPE A5 MANUSCRIPT, 128PG, JD 6235	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
21	M00100434	BOOK; TYPE A5 MANUSCRIPT, FEINT & MARGIN, 192PG, JD 6255	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
22	M00100435	BOOK; TYPE A5 SHORTHAND NOTE BOOK FEATURES NO C/LINE, 144PG, JD 145	STEEL PRODUCTS, FASTENERS, 100%	EA	1	

ITEM NO	MATERIAL	SPECIFICATION	%Local Content	UOM	QTY	UNIT PRICE
23	M00100436	BOOK; TYPE A6 INDEX FEINT RULED, 144PG, JD 424	STEEL PRODUCTS, FASTENERS25, 100%	EA	1	
24	M00100437	BOOK; TYPE A6 MEMO FEINT RULED, FEATURES 144PG, JD 356 HARD COVER	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
25	M00100438	BOOK; TYPE A6 MEMO FEINT RULED, 96PG, JD 355	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
26	M00103806	BOARD; TYPE A4 175 GSM CRAFT BOARD, SUPPLIED IN A PACK OF 100, COLOR: BROWN	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
27	M00100440	CALCULATOR, ELECTRONIC; TYPE DESK TOP 12 DIGIT, SHARP EL2128	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
28	M00100442	CALCULATOR, ELECTRONIC; TYPE TWIN POWER 10 DIGIT, SHARP EL331A	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
29	M00100450	CLIP, PAPER; TYPE CLIPS, FOLDBACK, 19MM, NO.1	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
30	M00100451	CLIP, PAPER; TYPE CLIPS, FOLDBACK, 32MM, NO.3	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
31	M00100452	CLIP, PAPER; TYPE CLIPS, FOLDBACK, 41MM, NO.4	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
32	M00100453	CLIP, PAPER; TYPE CLIPS, FOLDBACK, 51MM, NO.5	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
33	M00100454	CLIP, PAPER; TYPE CLIPS, PAPER COLOUR 30MM, CLIP MATERIAL PLASTIC COATED	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
34	M00100455	CLIP, PAPER; TYPE CLIPS, FASTENERS, 17MM, NO.2, PACKAGE TYPE SUPPLIED IN	STEEL PRODUCTS, FASTENERS, 100%	EA	1	

		BOX CONTAINING 100, CLIP MATERIAL BRASS				
35	M00100457	CLIP, PAPER; TYPE CLIPS, FASTENERS, 25MM, NO.4, PACKAGE TYPE SUPPLIED IN BOX CONTAINING 100, CLIP MATERIAL BRASS	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
36	M00100458	CLIP, PAPER; TYPE CLIPS, FASTENERS, 31MM, NO.5, PACKAGE TYPE SUPPLIED IN BOX CONTAINING 100, CLIP MATERIAL BRASS	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
37	M00100459	CLIP, PAPER; TYPE CLIPS, FASTENERS, 38MM, NO.6, PACKAGE TYPE SUPPLIED IN BOX CONTAINING 100, CLIP MATERIAL BRASS	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
38	M00100460	CLIP, PAPER; TYPE CLIPS, FASTENERS, 51MM, NO.7, PACKAGE TYPE SUPPLIED IN BOX CONTAINING 100, CLIP MATERIAL BRASS	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
39	M00100461	CLIP, PAPER; TYPE CLIPS, FASTENERS, GIANT, 50MM, PACKAGE TYPE SUPPLIED	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
40	M00100462	CLIP, PAPER; TYPE CLIPS, FASTENERS, GIANT WAVY, 50MM, PACKAGE TYPE SUPPLIED IN BOX, CLIP MATERIAL SILVER	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
41	M00100463	CLIP, PAPER; TYPE CLIPS, PAPER WHITE, 30MM, W287, CLIP MATERIAL PLASTIC COATED	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
42	M00100466	CLOTH, CLEANING; TYPE COMPUTER CONSUMABLES, CLEANING WIPES, 70 SHTS, YP	STEEL PRODUCTS, FASTENERS, 100%	EA	1	
43	M00100467	FLUID, CORRECTION; TYPE CORRECTION FLUID, CONTAINER 20ML, COLOR WHITE	STEEL PRODUCTS, FASTENERS, 100%	KG	1	

44	M00100468	FLUID, CORRECTION; TYPE CORRECTION FLUID, WALTONS, CONTAINER 20ML, COLOR WHITE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
45	M00100469	PEN, CORRECTION; TYPE CORRECTION PEN, MON AMI, TIP SIZE FINE POINT, INK COLOR WHITE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
46	M00100470	PEN, CORRECTION; TYPE CORRECTION PEN, PENTEL ZL 1S-6, 50 TIP SIZE FINE POINT, INK COLOR WHITE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
47	M00100471	PEN, CORRECTION; TYPE CORRECTION PEN, PENTEL ZL31W, TIP SIZE FINE POINT, INK COLOR WHITE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
48	M00100540	HOLDER; TYPE PAPER CLIP HOLDER, DESK ACCESSORY, MATERIAL MAGNETIC	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
49	M00100549	PAD, WRITING PAPER; TYPE PAPER CUBE REFILL, COLOR RAINBOW	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
50	M00100550	PAD, WRITING PAPER; TYPE PAPER CUBE REFILL, COLOR WHITE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
51	M00108211	DISC; TYPE SPINDAL(100 COMPACT DISCS:RECORDABLE) 700MB,52 X SPEED, 80min WITH SLEEVES, DIMENSIONS 126MM X 126MM	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
52	M00101433	ENVELOPE, MAILING; TYPE C4- ENP98SEM - MANILLA, DIMENSIONS 229x324 MM, SPECIAL FEATURES SELF SEAL, PACKAGE TYPE BOX OF 250 ENVELOPES; P/N: 516677 WALTONS STATIONERY CO. LTD;	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
53	M00102662	ENVELOPE, MAILING; TYPE DLB ENB92SE, COLOR WHITE, DIMENSIONS 110MM X 220MM, SPECIAL FEATURES SEMI SEAL, PACKAGE TYPE BOX OF 500; CODE 511531	STEEL PRODUCTS, FASTENERS, 100%	EA	1		

54	M00100580	ERASER, RUBBER; TYPE ERASER, PRIMELINE, MATERIAL PLASTIC/RUBBER NATURAL	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
55	M00100579	ERASER, RUBBER; TYPE ERASER, STEADTLER 526-50, MATERIAL PLASTIC/RUBBER NATURAL, SPECIAL FEATURES IN SLEEVE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
56	M00100576	ERASER, BOARD; TYPE WHITEBOARD CLEANER, PARROT BA0201, DIMENSIONS 250ML, HOLDER MATERIAL PLASTIC	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
57	M00063451	ERASER, BOARD; TYPE WHITEBOARD ERASER, PARROT BA0105	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
58	M00100587	RING, LOOSE-LEAF BINDER; TYPE FILING 2 RING BINDER, COLOR BLACK, DIMENSIONS 50MM, CAPACITY A4	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
59	M00100592	FILE, STATIONERY; TYPE LEVER ARCH, 70MM, W164/S1029, MATERIAL POLYPROPYLENE, SIZE A4, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
60	M00100593	FILE, STATIONERY; TYPE LEVER ARCH, 70MM, W164/S1029, MATERIAL POLYPROPYLENE, SIZE A4, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
61	M00100594	FILE, STATIONERY; TYPE LEVER ARCH, 70MM, W164/S1029, MATERIAL POLYPROPYLENE, SIZE A4, COLOR GREEN	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
62	M00100830	FILE, STATIONERY; TYPE LEVER ARCH, BANTEX 1450, 70MM, MATERIAL PVC, SIZE A4, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
63	M00100832	FILE, STATIONERY; TYPE LEVER ARCH, BANTEX 1450, 70MM, MATERIAL PVC, SIZE A4, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
64	M00100838	FILE, STATIONERY; TYPE LEVER ARCH, BANTEX 1450, 70MM, MATERIAL PVC, SIZE A4, COLOR PINK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		

65	M00100840	FILE, STATIONERY; TYPE LEVER ARCH, BANTEX 1450, 70MM, MATERIAL PVC, SIZE A4, COLOR YELLOW	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
66	M00100859	PLASTIC SHEET; TYPE A4 PLASTIC POCKETS - PER PKT, COLOR CLEAR, THICKNESS 60 U	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
67	M00100860	FILE; TYPE 10 POCKET FLIP FILE/PRIMELINE, DIMENSIONS A4	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
68	M00100861	FILE; TYPE 20 POCKET FLIP FILE/PRIMELINE, DIMENSIONS A4	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
69	M00100872	CLIPBOARD; TYPE W479/S1120, MATERIAL MASONITE, LENGTH 380 Millimeter, WIDTH 240 Millimeter	STEEL PRODUCTS, FASTENERS, 100%	KG	1		
70	M00100873	FASTENER, FILE; TYPE W4 / WS82, SUPPLIED PER BOX OF 50, SIZE 70MM	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
71	M00100890	FILE; TYPE FS SUSPENSION FILES WITH TAB & INSERT	STEEL PRODUCTS, FASTENERS, 100%	KG	1		
72	M00100895	CONE; TYPE FINGER, DIMENSIONS X LARGE - NO 1	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
73	M00100646	CARD, INDEX; TYPE A4 1- 31- IND1131, FEATURES MULTIPUNCHED PRINTED PVC -	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
74	M00100647	CARD, INDEX; TYPE A4 - A-Z - IND1116, FEATURES MULTIPUNCHED PRINTED PVC	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
75	M00100649	CARD, INDEX; TYPE A4 - JAN - DEC, FEATURES MULTIPUNCHED PRINTED PVC	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
76	M00100657	INK; TYPE STAMP PAD, CONTAINER 30 ML, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
77	M00100658	INK; TYPE STAMP PAD, CONTAINER 30 Milliliter, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		

80	M00100660	INK; TYPE STAMP PAD, CONTAINER 30 Milliliter, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
81	M00100687	POUCH, LAMINATING; TYPE A3 150MIC - PER BOX	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
82	M00100688	POUCH, LAMINATING; TYPE A4 150MIC - PER BOX	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
83	M00100689	POUCH, LAMINATING; TYPE A4 250MIC - PER BOX	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
84	M00100234	PEN, BALL-POINT; TYPE BIC FINE ORANGE, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
85	M00100236	PEN, BALL-POINT; TYPE BIC -FINE ORANGE, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
86	M00100237	PEN, BALL-POINT; TYPE BIC - MEDIUM, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
87	M00100238	PEN, BALL-POINT; TYPE BIC -FINE ORANGE, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
88	M00100239	PEN, BALL-POINT; TYPE BIC OR EQUIVALENT - MEDIUM, COLOR RED, PACKAGE TYPE 60	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
89	M00100242	PEN, BALL-POINT; TYPE MON AMI LINE, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
90	M00100243	PEN, BALL-POINT; TYPE PENTEL SUPERB BK77, COLOR BIOLET	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
91	M00100244	PEN, BALL-POINT; TYPE PENTEL SUPERB BK77, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
92	M00100245	PEN, BALL-POINT; TYPE PENTEL SUPERB BK77, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		

93	M00100246	PEN, BALL-POINT; TYPE PENTEL SUPERB BK77, COLOR GREEN	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
94	M00100248	PEN, BALL-POINT; TYPE PENTEL SUPERB BK77, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
95	M00100249	PEN, BALL-POINT; TYPE REPLICA, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
96	M00100250	PEN, BALL-POINT; TYPE REPLICA, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
97	M00100251	PEN, BALL-POINT; TYPE REPLICA, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
98	M00100260	REFILL, BALL POINT PEN; TYPE PARKER - FINE, INK COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
99	M00100408	REFILL, BALL POINT PEN; TYPE PARKER - MEDIUM, INK COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
100	M00100411	REFILL, BALL POINT PEN; TYPE PARKER - MEDIUM, INK COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
101	M00100412	REFILL, BALL POINT PEN; TYPE PENTEL SUPERB BK77, INK COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
102	M00100413	REFILL, BALL POINT PEN; TYPE PENTEL SUPERB BK77, INK COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
103	M00100404	REFILL, BALL POINT PEN; TYPE PENTEL SUPERB BK77, INK COLOR RED	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
104	M00100415	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - FINE, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
105	M00100416	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - MEDIUM, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		

106	M00100420	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - FINE, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
107	M00100421	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - MEDIUM, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
108	M00100422	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - MEDIUM, COLOR GREEN	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
109	M00100423	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - FINE, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
110	M00100424	PEN, BALL-POINT; TYPE RETRACTABLE - BIC CLIC - MEDIUM, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
111	M00100425	PEN, PLASTIC TIP; TYPE FINELINER - PILOT SW-PPF, TIP TYPE BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
112	M00100426	PEN, PLASTIC TIP; TYPE FINELINER - PILOT SW-PPF, TIP TYPE BLUE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
113	M00100429	PEN, PLASTIC TIP; TYPE FINELINER - PILOT SW-PPF, TIP TYPE PURPLE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
114	M00100430	PEN, PLASTIC TIP; TYPE FINELINER - PILOT SW-PPF, TIP TYPE RED	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
115	M00100337	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
116	M00100340	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR GREEN	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
117	M00100341	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR ORANGE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
118	M00100342	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR PINK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		

119	M00100343	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR PURPLE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
120	M00100344	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
121	M00100346	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, REPLICA, COLOR YELLOW	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
122	M00100347	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, STABILO BOSS, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
123	M00100348	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, STABILO BOSS, COLOR GREEN	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
124	M00100353	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, STABILO BOSS, COLOR ORANGE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
125	M00100354	MARKER, FELT TIP; TYPE MARKER, HIGHLIGHTER, STABILO BOSS, COLOR YELLOW	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
126	M00100359	MARKER, FELT TIP; TYPE MARKER, OHP PERMANENT, PENFLEX, COLOR BLACK, TIP TYPE FINE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
127	M00100365	MARKER, FELT TIP; TYPE MARKER, OHP PERMANENT, PENFLEX, COLOR RED, TIP TYPE FINE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
128	M00100367	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 70, TIP SIZE BULLET POINT, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
129	M00100368	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 70, TIP SIZE BULLET POINT, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		

130	M00100369	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 70, TIP SIZE BULLET POINT, COLOR GREEN	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
131	M00100370	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 70, TIP SIZE BULLET POINT, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
132	M00100371	MARKER, FELT TIP; TYPE MARKER, PERMANENT, REPLICA, TIP SIZE BULLET POINT, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
133	M00100373	MARKER, FELT TIP; TYPE MARKER, PERMANENT, REPLICA, TIP SIZE BULLET POINT, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
134	M00100376	MARKER, FELT TIP; TYPE MARKER, PERMANENT, YOKEN 10, TIP SIZE BULLET POINT, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
135	M00100379	MARKER, FELT TIP; TYPE MARKER, PERMANENT, YOKEN 10, TIP SIZE BULLET POINT, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
136	M00100380	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 90, TIP SIZE CHISEL POINT, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
137	M00100384	MARKER, FELT TIP; TYPE MARKER, PERMANENT, YOKEN 20, TIP SIZE CHISEL POINT, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
138	M00100388	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 700, TIP SIZE BULLET POINT, COLOR BLACK, TIP TYPE FINE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
139	M00100389	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 700, TIP SIZE BULLET POINT, COLOR BLUE, TIP TYPE FINE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
140	M00100390	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 700, TIP SIZE BULLET POINT, COLOR GREEN, TIP TYPE FINE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		

141	M00100391	MARKER, FELT TIP; TYPE MARKER, PERMANENT, ARTLINE 700 OR EQUIVALENT, TIP SIZE BULLET POINT, COLOR RED, TIP TYPE FINE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
142	M00100793	PEN, ROLLER BALL; TYPE PILOT HI - TECH BX V5 0.5 FINE, INK COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
143	M00100795	PEN, ROLLER BALL; TYPE PILOT HI - TECH BX V5 0.5 FINE, INK COLOR GREEN	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
144	M00100796	PEN, ROLLER BALL; TYPE PILOT HI - TECH BX V5 0.5 FINE, INK COLOR RED	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
145	M00100806	REFILL, BALL POINT PEN; TYPE PARKER - MEDIUM, INK COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
146	M00100392	MARKER, FELT TIP; TYPE MARKER, WHITEBOARD, ARTLINE 500, TIP SIZE BULLET, COLOR BLACK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
147	M00100393	MARKER, FELT TIP; TYPE MARKER, WHITEBOARD, ARTLINE 500, TIP SIZE BULLET, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
148	M00100394	MARKER, FELT TIP; TYPE MARKER, WHITEBOARD, ARTLINE 500, TIP SIZE BULLET, COLOR BROWN	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
149	M00100395	MARKER, FELT TIP; TYPE MARKER, WHITEBOARD, ARTLINE 500, TIP SIZE BULLET, COLOR GREEN	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
150	M00100396	MARKER, FELT TIP; TYPE MARKER, WHITEBOARD, ARTLINE 500, TIP SIZE BULLET, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
151	M00100809	PENCIL; TYPE CLUTCH 0.5MM - PENTEL HOTSHOT	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
152	M00100810	PENCIL; TYPE CLUTCH 0.5MM - STEPHENS S405, FEATURES CUSHION TIP BLACK BARREL	STEEL PRODUCTS, FASTENERS, 100%	EA	1		

153	M00100811	PENCIL; TYPE CLUTCH 0.5MM - MON AMI DIGI CLIQUE, FEATURES WITH RUBBER GRIP	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
154	M00100812	PENCIL; TYPE CLUTCH 0.5MM - PENTEL TECHNICLICK - PD105, FEATURES WITH RUBBER GRIP	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
155	M00100815	PENCIL; TYPE LEAD - CLUTCH 0.5MM, FEATURES MON AMI - HB, PACKAGE TYPE TUBE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
156	M00100816	PENCIL; TYPE LEAD CLUTCH 0.5MM, FEATURES PENTEL - HB	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
157	M00100817	PENCIL; TYPE WOODEN, FEATURES PRIMELINE - HB	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
158	M00100821	PENCIL; TYPE WOODEN, FEATURES STEADTLER - 3H	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
159	M00100827	PENCIL; TYPE WOODEN, FEATURES STEADTLER - HB	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
160	M00100694	PIN; TYPE DRAWING SOLID HEAD 12MM, SPECIFICATION PER BOX	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
161	M00100695	PIN; TYPE INDICATOR - BLACK, SPECIFICATION PER BOX, LENGTH 20 MM	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
162	M00100696	PIN; TYPE INDICATOR - BLUE, SPECIFICATION PER BOX, LENGTH 20 Millimeter	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
163	M00100697	PIN; TYPE INDICATOR - GREEN, SPECIFICATION PER BOX, LENGTH 20 Millimeter	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
164	M00100698	PIN; TYPE INDICATOR - RED, SPECIFICATION PER BOX, LENGTH 20 Millimeter	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
165	M00100699	PIN; TYPE INDICATOR - WHITE, SPECIFICATION PER BOX, LENGTH 20 MM	STEEL PRODUCTS, FASTENERS, 100%	EA	1		

166	M00100700	PIN; TYPE INDICATOR - YELLOW, SPECIFICATION PER BOX, LENGTH 20 Millimeter	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
167	M00100702	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DESIGNATION SIGN HERE, DIMENSIONS 25 X 43 MM	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
168	M00100703	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimeter, COLOR BLUE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
169	M00100704	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimeter, COLOR FLORESCENT PINK	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
170	M00100705	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimeter, COLOR GREEN	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
171	M00100706	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimeter, COLOR ORANGE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
172	M00100707	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimeter, COLOR PURPLE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
173	M00100708	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimeter, COLOR RED	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
174	M00100709	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimeter, COLOR WHITE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
175	M00100710	STICKER; TYPE POST IT - REPOSITIONABLE FLAG, DIMENSIONS 25 X 43 Millimeter, COLOR YELLOW	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
176	M00100711	STICKER; TYPE POST IT - REPOSITIONABLE NOTE, DIMENSIONS 38 X 50 MM, COLOR PRONTI - YELLOW	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
177	M00100712	STICKER; TYPE POST IT - REPOSITIONABLE NOTE 3M - 657SA, DIMENSIONS 75 X 100 Millimeter, COLOR YELLOW	STEEL PRODUCTS, FASTENERS, 100%	EA	1		

178	M00100713	STICKER; TYPE POST IT - REPOSITIONABLE NOTE, DIMENSIONS 75 X 125 Millimeter, COLOR PRONTI - YELLOW	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
179	M00100714	STICKER; TYPE POST IT - REPOSITIONABLE POP-UP NOTES, DIMENSIONS 76,2 X 76.2 Millimeter, COLOR YELLOW	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
180	M00100715	PUNCH, PAPER, HAND; TYPE KANGARO DP800, FEATURES HEAVY DUTY 2 HOLE	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
181	M00100716	RUBBER BAND; TYPE ASSORTED - 100G	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
182	M00100718	RUBBER BAND; TYPE NO 12, PACKAGE TYPE 100 G	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
183	M00100722	RUBBER BAND; TYPE NO 32, PACKAGE TYPE 100 Gram	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
184	M00100723	RUBBER BAND; TYPE NO 34, PACKAGE TYPE 100 Gram	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
185	M00100724	RUBBER BAND; TYPE NO 38, PACKAGE TYPE 100 Gram	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
186	M00100726	RUBBER BAND; TYPE NO 69, PACKAGE TYPE 100 Gram	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
187	M00100728	RULER; TYPE PLASTIC - CLEAR, SIZE 30 CM	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
188	M00100729	RULER; TYPE PLASTIC - OPAQUE, SIZE 30 CM	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
189	M00100730	RULER; TYPE PLASTIC SHUTTERPROOF - CLEAR, SIZE 30 CM	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
190	M00100731	SCISSORS; MATERIAL ORANGE HANDLE, LENGTH 17 CM, BLADE STYLE 6.7CM - SB1170	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
191	M00100732	SCISSORS; MATERIAL ORANGE HANDLE, LENGTH 21.5 Centimeter, BLADE STYLE 8.5CM - SC3008A	STEEL PRODUCTS, FASTENERS, 100%	EA	1		

192	M00100733	PAD, INK; TYPE STAMP NO 2, COLOR BLACK, SIZE 70 X 110 MM	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
193	M00100736	PAD, INK; TYPE STAMP NO 2, COLOR RED, SIZE 70 X 110 Millimeter	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
194	M00100737	PAD, INK; TYPE STAMP NO 2, COLOR VIOLET, SIZE 70 X 110 Millimeter	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
195	M00100739	STAPLER; TYPE FULL STRIP - REXEL AQUARIUS, MATERIAL PVC	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
196	M00100740	STAPLER; TYPE HEAVY DUTY- REXEL GAIN	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
197	M00100741	STAPLE; TYPE ETONA -23/10, PACKAGE TYPE PER BOX	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
198	M00100746	STAPLE; TYPE PRIMELINE - W254 - 26/6, PACKAGE TYPE PER BOX	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
199	M00100748	STAPLE; TYPE REMOVER KW506	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
200	M00100749	STAPLE; TYPE REXEL - 66/14, PACKAGE TYPE PER BOX	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
201	M00100750	STAPLE; TYPE REXEL NO 66/8, PACKAGE TYPE PER BOX	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
202	M00100751	STAPLE; TYPE REXEL NO 16 - 24/6., PACKAGE TYPE PER BOX	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
203	M00100752	STAPLE; TYPE REXEL NO 56 - 26/6, PACKAGE TYPE PER BOX	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
204	M00102083	STAPLER; TYPE PAPERPRO DESKTOP PP 1100/ 1108, STAPLE SIZE 2 - 25 SHEETS	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
205	M00100753	TWINE; TYPE MEDIUM - 500G, MATERIAL COTTON	STEEL PRODUCTS, FASTENERS, 100%	EA	1		

206	M00100754	TWINE; TYPE THICK - 500G, MATERIAL COTTON	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
207	M00100755	TWINE; TYPE THIN - 500G, MATERIAL COTTON	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
208	M00100758	FOLDER, FILE, HANGING; TYPE A4 HEAVY WEIGHT WITH CLIP NO FLAP 250G, FEATURES OPTIPLAN 445, PACKAGE TYPE PKT 25	STEEL PRODUCTS, FASTENERS, 100%	EA			
209	M00100759	FOLDER, FILE, HANGING; TYPE A4 HEAVY WEIGHT WITH FLAP 250G, FEATURES OPTIPLAN 440, PACKAGE TYPE PKT 25	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
210	M00100763	LABEL; TYPE ALPHA, COLOR BLUE, DIMENSIONS 10 SHT X 12 LABELS	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
211	M00100764	LABEL; TYPE ALPHA, COLOR GREEN, DIMENSIONS 10 SHT X 12 LABELS	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
212	M00100765	LABEL; TYPE ALPHA, COLOR LIGHT BLUE, DIMENSIONS 10 SHT X 12 LABELS	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
213	M00100766	LABEL; TYPE ALPHA, COLOR LIGHT GREEN, DIMENSIONS 10 SHT X 12 LABELS	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
214	M00100767	LABEL; TYPE ALPHA, COLOR LIGHT MAUVE, DIMENSIONS 10 SHT X 12 LABELS	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
215	M00100769	LABEL; TYPE ALPHA, COLOR LIGHT ORANGE, DIMENSIONS 10 SHT X 12 LABELS	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
216	M00100770	LABEL; TYPE ALPHA, COLOR LIGHT PINK, DIMENSIONS 10 SHT X 12 LABELS	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
217	M00100780	LABEL; TYPE ALPHA, COLOR YELLOW, DIMENSIONS 10 SHT X 12 LABELS	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
218	M00104596	MARKER, TUBE TYPE; TYPE ARTLINE: PAINT, COLOR WHITE, TIP TYPE BULLET POINT 400, TIP SIZE 2.3 MM	STEEL PRODUCTS, FASTENERS, 100%	EA	1		

219	M00104597	MARKER, TUBE TYPE; TYPE ARTLINE: PAINT, COLOR BLACK, TIP TYPE BULLET POINT 400, TIP SIZE 2.3 MM	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
220	M00101356	FORM PRINTED; TYPE PAYSIP - PRASA, DIMENSIONS 297 X 210 MM, SPECIAL FEATURES PERFORATED EDGES, SELF SEAL U-SHAPE; TO BE SUPPLIED IN BOX CONTAINING 1000 SHEETS.	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
221	M00100283	PAPER, DUPLICATING, COPY; TYPE A4 80G ROTATRIM OR SIMILAR - WHITE, PACKAGE TYPE REAM OF 500 SHEETS	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
222	M00100285	PAPER, DUPLICATING, COPY; TYPE A4 80G TYPEK OR SIMILAR - CELESTIAL BLUE, PACKAGE TYPE REAM OF 500 SHEETS	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
223	M00100287	PAPER, DUPLICATING, COPY; TYPE A4 80G TYPEK OR SIMILAR - JADE, PACKAGE TYPE REAM OF 500 SHEETS	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
224	M00100288	PAPER, DUPLICATING, COPY; TYPE A4 80G TYPEK OR SIMILAR - PINK, PACKAGE TYPE REAM OF 500 SHEETS	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
225	M00100289	PAPER, DUPLICATING, COPY; TYPE A4 80G TYPEK OR SIMILAR - SUNLIGHT YELLOW, PACKAGE TYPE REAM OF 500 SHEETS	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
226	M00100291	PAPER, DUPLICATING, COPY; TYPE A3 80GM – ROTATRIM OR SIMILAR - WHITE, PACKAGE TYPE REAM OF 500 SHEETS	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
227	M00100950	PAPER; TYPE TOP FORM COMPUTER 1 PART BLUE LINE, SIZE 280 X 390 MM; 2000 SHEETS PER BOX	STEEL PRODUCTS, FASTENERS, 100%	EA	1		
228	M00032454	PAPER, BOND; TYPE COPY, COLOR WHITE, SPECIAL FEATURES LONG GRAIN, SIZE DESIGNATOR A3, QUANTITY WITHIN EACH UNIT PACKAGE RM 500; SIZE 297 MM X 420 MM, GRAIN MASS 78 G/SQM; TYPEK OR SIMILAR	STEEL PRODUCTS, FASTENERS, 100%	EA	1		

	Subtotal	
	Vat	
	Total	

