

ANNEXURE A1: GENERAL STATIONERY SPECIFICATIONS

Item No	Category	Item Description	Item Specifications	Unit of Measure (UOM)	QTY	YEAR 1 Unit Price (excl. VAT)	YEAR 2 Unit Price (excl. VAT)	YEAR 3 Unit Price (excl. VAT)
1	Colour Boards	A4 White Board	A4 White board, 160gsm-100 sheets, 210X297mm	100 x per packet	1			
2		A4 Yellow Board	A4 Yellow board, 160gsm-100 sheets, 210X297mm	100 x per packet	1			
3		A4 Green Board	A4 Green board, 160gsm-100 sheets, 210X297mm	100 x per packet	1			
4		A4 Pink Board	A4 Pink board, 160gsm-100 sheets, 210X297mm	100 x per packet	1			
5		A4 Blue Board	A4 Blue board, 160gsm-100 sheets, 210X297mm	100 x per packet	1			
6	Envelopes	White Envelope	White envelope, 90X152mm	10 x per packet	1			
7		Envelope Craft Pocket	Envelope Craft pocket, 110X220mm	10 x per packet	1			
8		Envelope Craft Window	Envelope Craft window, 110X220mm	10 x per packet	1			
9		Envelope Wallet DL-B	Envelope wallet DL-B, 110X220mm	10 x per packet	1			
10		Envelope C6 White	Envelope C6 White, 114X162mm	10 x per packet	1			
11		Envelope B5 Pocket	Envelope B5 Pocket, 250X176MM	10 x per packet	1			
12		Envelope B5 Pocket White	Envelope B5 Pocket White, 250X176MM	10 x per packet	1			
13		Envelope C3 Craft	Envelope C3 Craft, 458X324MM	5 x per packet	1			

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14		Envelope Tugmore C4	Envelope Tugmore C4, 324X229MM	5 x per packet	1			
15	Highlighters	Textliner	Textliner green	10 x per box	1			
16		Textliner	Textliner pink	10 x per box	1			
17		Textliner	Textliner blue	10 x per box	1			
18		Textliner	Textliner yellow	10 x per box	1			
19		Textliner	Textliner orange	10 x per box	1			
20		Textliner	Textliner red	10 x per box	1			
21	Spot Lighters	Spotlighter	Spotlighter purple	12 x per box	1			
22		Spotlighter	Spotlighter blue	12 x per box	1			
23		Spotlighter	Spotlighter yellow	12 x per box	1			
24		Spotlighter	Spotlighter pink	12 x per box	1			
25		Spotlighter	Spotlighter green	12 x per box	1			
26		Spotlighter	Spotlighter orange	12 x per box	1			
27	Pens	Bic Fine Pens	Fine ballpoint blue	60 x per box	1			
28			Fine ballpoint black	60 x per box	1			
29			Fine ballpoint red	60 x per box	1			
30		Bic Medium Pens	Medium crystal clear ballpoint black	60 x per box	1			
31			Medium crystal clear ballpoint blue	60 x per box	1			
32			Medium crystal clear ballpoint red	60 x per box	1			
33		Pilot Hi-Tec Pens	Hi-tecpoint v5 grip black	12 x per box	1			

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34			Hi-tecpoint v5 grip blue	12 x per box	1			
35			Hi-tecpoint v5 grip red	12 x per box	1			
36		Pentel Pens	Superb bk77 black	12 x per box	1			
37			Superb bk77 blue	12 x per box	1			
38			Superb bk77 red	12 x per box	1			
39		Sign Pens	Sign pen v black	12 x per box	1			
40			Sign pen v blue	12 x per box	1			
41			Sign pen v red	12 x per box	1			
42		G2 Pens	G2 07 black pens	12 x per box	1			
43			G2 07 blue pens	12 x per box	1			
44			G2 07 red pens	12 x per box	1			
45	Pilot Fine Liner	Fine Liner	Fineliner black	12 x per box	1			
46			Fineliner blue	12 x per box	1			
47			Fineliner red	12 x per box	1			
48	White Board Marker	Whiteboard Marker	500A white board marker black	12 x per box	1			
49			500A white board marker brown	12 x per box	1			
50			500A white board marker green	12 x per box	1			
51			500A white board marker orange	12 x per box	1			
52			500A white board marker red	12 x per box	1			
53			90 permanent marker black	12 x per box	1			

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54			90 permanent marker blue	12 x per box	1			
55			90 permanent marker red	12 x per box	1			
56	Post It Flags	3M Flags	3M post it flags red 25,4mm x 43,2mm	12 x per box	1			
57			3M post it flags blue 25,4mm x 43,2mm	12 x per box	1			
58			3M post it flags white 25,4mm x 43,2mm	12 x per box	1			
59			3M post it sign here flags 25,4mm x 43,2mm	12 x per box	1			
60	Post It Note	3M Post It Notes	3M post it notes yellow 76mm x 76mm	12 x per packet	1			
61			3M post it note yellow 76mm x 127mm	12 x per packet	1			
62	Cellotapes	Cellotapes	Packaging cellotape brown 48mm x 50m	6 X per packet	1			
63			Packaging cellotape clear 48mm x 50m	6 x per packet	1			
64			3M Magic tape 24mm x 50m	1 x per packet	1			
65			Cellotape clear 12mm x 66m	1 x per packet	1			
66			Cellotape/masking tape white 12mm x 40m	1 x per packet	1			

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67			3M crystal clear tape 19mm x 5m	1 x per packet	1			
68	Rubberbands	Rubberbands	Rubberband 100g no: 99	1 x per packet	1			
69			Rubberband 100g size 128	1 x per packet	1			
70			Rubberband 100g size 64	1 x per packet	1			
71			Rubberband 100g size 32	1 x per packet	1			
72	Paper Binders	Paper Binders	Paper binders grip 25mm	1 x per packet	1			
73			Paper binders grip 51mm	1 x per packet	1			
74			Paper binders grip 76mm	1 x per packet	1			
75	Punchers	Punchers	1 hole puncher heavy duty	1 x per packet	1			
76			2 hole puncher heavy duty	1 x per packet	1			
77			P225 office table precision punch	5 x per packet	1			
78	Fold Back Clips	Fold Back Clips	Fold back black/assorted Colour clip size 15mm	12 x per packet	1			
79			Fold back black/assorted Colour clip size 19mm	12 x per packet	1			
80			Fold back black/assorted Colour clip size 25mm	12 x per packet	1			
81			Fold back black/assorted Colour clip size 32mm	12 x per packet	1			
82			Fold back black/assorted Colour clip size 41mm	12 x per packet	1			

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83			Fold back black/assorted Colour clip size 51mm	12 x per packet	1			
84	Binding Elements	Binding Elements	Binding elements assorted Colours size 6mm	100 x per box	1			
85			Binding elements assorted Colours size 8mm	100 x per box	1			
86			Binding elements assorted Colours size 10mm	100 x per box	1			
87			Binding elements assorted Colours size 19mm	100 x per box	1			
88			Binding elements assorted Colours size 22mm	100 x per box	1			
89			Binding elements assorted Colours size 25mm	100 x per box	1			
90			Binding elements assorted Colours size 28mm	100 x per box	1			
91			Binding elements assorted Colours size 32mm	100 x per box	1			
92			Binding elements assorted Colours size 38mm	100 x per box	1			
93			Binding elements assorted Colours size 45mm	100 x per box	1			

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94			Binding elements assorted Colours size 51mm	100 x per box	1			
95	Pencils	Pencil	Tradition H pencil	12 x per box	1			
96			Tradition HB pencil	12 x per box	1			
97			Supergrip 0.5 clutch pencil	12 x per box	1			
98	Leads	Pencil Leads	Hi-polymer 0.5mm H pencil refill leads	12 x per box	1			
99			Hi-polymer 0.5mm Hb pencil refill leads	12 x per box	1			
100	Batteries	Batteries	MN 1400 B2 1.5V battery	1 x per packet	1			
101			MN 1300 size D 1.5V battery	1 x per packet	1			
102			MN 1604 size B 9V battery	1 x per packet	1			
103			RP 675 1.4V battery	1 x per packet	1			
104			RW 59 1.5V battery	1 x per packet	1			
105			LZ 41 laser pointer batter	1 x per packet	1			
106			RW 44 1.5V battery	1 x per packet	1			
107			RW 42 silver oxide	1 x per packet	1			
108			MN 2400 B4 1.5V AAA battery	10 x per packet	1			
109			MN 1500 B4 AA battery	20 x per packet	1			
110	Paper Clips	Office Paper Clips	Office paper clips small 33mm	10 x per box	1			
111			Office paper clips small 50mm	10 x per box	1			
112	Files	Lever Arch File	2 ring binder file A4 blue 38mm	40 x per box	1			

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113			Lever arch file black and white A4, 70mm	10 x per box	1			
114			Lever arch file PVC A4 blue 70mm	10 x per box	1			
115	Dividers	Assorted Dividers	Index shoulder card divider A4 A-Z BUFF	26 x per set	1			
116			Index shoulder card divider 26 position A4 PLAIN BUFF	26 x per set	1			
117			Index shoulder card divider plastic A4 A-Z	26 x per set	1			
118	Folders	Documents Folders	Secretarial folder A4 blue no:2004001E	10 x per packet	1			
119			Quotation folder A4 blue no:B3240	20 x per packet	1			
120	Notebooks	Assorted Notebooks	A6 wire back/ spiral notebook 100 pages 159 x 101mm JD366	20 x per packet	1			
121			A6 hard cover notebook without index 144 pages JD356	20 x per packet	1			
122			A6 hard cover notebook with index 144 pages BS-46	20 x per packet	1			
123			A5 shorthand top spiral note book 144 pages 210 x 148mm JD146 with red centerline	10 x per packet	1			

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124			A5 side spiral notebook 100 pages 210 x 148mm JD127	10 x per packet	1			
125			A5 manuscript hard cover notebook without index 192 pages code 1044	10 x per packet	1			
126			A4 hard cover notebook with index 144 pages BS-44	10 x per packet	1			
127			A4 hardcover notebook 192 pages 297 x 210mm without index JD 161	10 x per packet	1			
128			A4 executive pad 80 pages JD265	10 x per packet	1			
129	Stapler	Office Stapler	210 plus stapler 24/6	10 x per packet	1			
130			Paper pro Office stapler 26/6	10 x per packet	1			
131	Carbon Books	Carbon Books	A4 duplicate carbon book	10 x per packet	1			
132			A5 duplicate carbon book	10 x per packet	1			
133	Other	Sharpener	1hole metal sharpener 510-10	20 x per packet	1			
134		Scissor	Metal scissor 215mm	12 x per box	1			
135		Thimble	Thimble/fingertip medium size no: 1	12 x per packet	1			
136		Ruler	Plastic ruler 30 cm	10 x per packet	1			
137		Machine Rolls	Adding machine rolls white 57 x 57 BS-56	10 x per packet	1			
138		Plastic Pockets	A4 clear plastic filing pockets	100 x per packet	1			

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139		Green Line Board	Green line board A4 grey 1200mic	25 x per packet	1			
140		Decifix	plastic cover for file 450mm x 10m	1 x roll	1			
141		Staples	Office standard staples no:26/6	20 x per box	1			
142		Staple Remover	Office standard staple remover SR-J03	10 x per box	1			
143		Red Seals	Notarial red seals labels 50mm	10 x per packet	1			
144		Prestik	Adhesive prestik 100g	25 x per box	1			
145		Press Tab	Transparent index tabs 5 x 20cm strips self-adhesive with plain & alphabet inserts	10 x per packet	1			
146		Tippex	Correction liquid pen metal tip 7ml	12 x per box	1			
147		Eraser	Pencil eraser PVC –free	20 x per box	1			
148		Eraser For Whiteboard	Eraser for white board medium	10 x per packet	1			
149		Pritt	Glue stick original 22g	25 x per box	1			
150		Binding Cover	PVC binding cover frosted clear 180mic A4210 x 297mm	100 x per packet	1			
151	Correction Tape	Correction Tape	Correction Tape 5mmx5m	1 x per packet	1			

ANNEXURE A2: SPECIALISED (BRANDED) STATIONERY SPECIFICATIONS

Item No	Item Description	Item Specifications	Unit of Measure (UOM)	QTY	YEAR 1 Unit Price (excl. VAT)	YEAR 2 Unit Price (excl. VAT)	YEAR 3 Unit Price (excl. VAT)
152	Armcor Office Envelope	Code: Env8426 B4 internal office mail, colour: Brown, Set and print Armcor internal mail in black ink on top of the envelop, font: 24PT-front-Arial bold, 80mm X 28mm 33Rectangle blocks printed in bold black and six hole punched in between according to the sample. Sample to be collected upon order. Final print is subjected to artwork approval by Armcor. Sample to be collected upon order. Final print is subjected to artwork approval by Armcor.	Wrapped 25 X 1	1			
153	Armcor Letter Head	A4 zeta hammer embossed 90gsm, watermark, Colour: 3+2 spots (Blue pantone 548, Brown pantone 464, Grey pantone 427), upright to print. Grey cameo around Blue/Brown in logo shall not print darker than pantone 427. Trim/Finishing, Cut A4 with a 13mm white area Left & Right of print and 10mm white above the logo. Sample to be collected upon order. Final print is subjected to artwork approval by Armcor.	Wrapped 100 X 1	1			
154	Armcor Subfile	Milano brown cover 180gsm, 320mm X 440mm flat, black ink , score and fold in the middle 200mm + 220mm =440mm Sample to be collected upon order.	Wrapped 100 sheets X 1	1			

ANNEXURE A2: SPECIALISED (BRANDED) STATIONERY SPECIFICATIONS

		Final print is subjected to artwork approval by Armscor.					
155	Armscor Wrapping Paper	Brown or Blue paper, 60gsm 610mm X 840mm. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor.	Wrapped 50 X 1	1			
156	Armscor Confidential File	Armscor Confidential Files, Kraft Liner Board, 337gsm, 3 Folds. 325mm (height) X 720mm (width) Print both sides & scored 2X vertical scores for 3 panels (245mm + 245mm + 230mm), Ink: Black & green pantone 356U (page 1&6: Black with green 33mm wide vertical strip on spine that bleach off top and bottom of the file; Page 2: black; Page 3: Blank; Page 3&5 Black). Sample to be collected upon order. Final print is subjected to artwork approval by Armscor.	Wrapped 200 X 1	1			
157	Armscor Restricted File	Armscor Confidential Files, Kraft Liner Board, 337gsm, 3 Folds. 325mm (height) X 720mm (width) Print both sides & scored 2X vertical scores for 3 panels (245mm + 245mm + 230mm), Ink: Black & blue pantone 356U (page 1&6: Black with blue 33mm wide vertical strip on spine that bleach off top and bottom of the file; Page 2: black; Page 3: Blank; Page 3&5 Black). Armscor Restricted Files, Kraft Liner Board, 337gsm, 3 Folds, Sample to be collected upon	Wrapped 200 X 1	1			

ANNEXURE A2: SPECIALISED (BRANDED) STATIONERY SPECIFICATIONS

158	Armcor Non-classified File	order. Final print is subjected to artwork approval by Armcor. Armcor Confidential Files, Kraft Liner Board, 337gsm, 3 Folds. 325mm (height) X 720mm (width) Print both sides & scored 2X vertical scores for 3 panels (245mm + 245mm + 230mm), Ink: Black & green pantone 356U (page 1&6: Black with green 33mm wide vertical strip on spine that bleach off top and bottom of the file; Page 2: black; Page 3: Blank; Page 3&5 Black). Sample to be collected upon order. Final print is subjected to artwork approval by Armcor.	Wrapped 200 X 1	1			
159	Armcor File Closed Cards	Eltoro buff 160gsm, red ink, printed one side only, 292mm x 210mm. Sample to be collected upon order. Final print is subjected to artwork approval by Armcor.	Wrapped 100 sheets X 1	1			
160	Armcor Control Cards For Class	Eltoro white paper, Armcor pantone brown, 160gsm printed both sides 292mm x 210mm. Sample to be collected upon order. Final print is subjected to artwork approval by Armcor.	Wrapped 100 sheets X 1	1			
161	Armcor Finance Letter Head Copy	A4 white 80gsm, Page 1 Colour: Black + spots, Blue pantone 548, brown pantone 464, Grey pantone E 427, Page 2, 3 Black (Copy Copy): Black logo prints	Wrapped: Collate 33 sets X 1 (Colour+Copy+Copy)	1			

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		as grey scale, version of the colour logo "copy", Screened down black. Note: Grey cameo around Blue/Brown in logo must not print darker than pantone 427. Finish: Cut to A4 with 18mm white area left & right to the print and 12mm white above the logo .Sample to be collected upon order. Final print is subjected to artwork approval by Armscor.					
162	Finance Payment Subfile	Tokai yellow 240gsm, blank ink, print one side only, score and fold, 355mm X 450mm folded to 355 X 225mm. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor.	Wrapped 200 X 1	1			
163	Armscor Pool Vehicle Requisition	Set, layout & print format: A5, 210mm x 148mm ink: black and red one side only paper: NCR, CB white CF yellow, collate 50 sets in duplicate, glued on top (148mm) with a hard fold in backing board from the back. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads in a packet	1			
164	Armscor Stationery Requisition	Set, layout & print, print in duplicate NCR CB white and CF green, ink Armscor brown pantone CVU 464,glue on top with hard Kraft back board with fold in flap, number in duplicate right hand side in red ink in allocated space, C numbering range on the right top.	Wrapped 10 per packet	1			

ANNEXURE A2: SPECIALISED (BRANDED) STATIONERY SPECIFICATIONS

		Sample to be collected upon order. Final print is subjected to artwork approval by Armscor				
165	Armscor Requisition	Set, layout & print, A4 landscape, NCR CB white CFB yellow CFB green CF pink, ink Armscor brown pantone 464 CVC, print in quadruplet, collate 25 sets per pad and glue on top 297 side with hard backing board with fold in flap from the back, number range print in red at the right top, mark number range of each individual pad on its spine. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads in a pack	1		
166	Armscor finance letterhead	<p>Set, layout & print A4, print only one side</p> <p><u>One sheet colour – (black + 2 spots)</u></p> <ul style="list-style-type: none"> - Blue pantone 548 - Brown pantone 464 - Grey pantone 427 - 80gsm white board <p>NOTE : grey cameo around blue/brown In logo must not</p>	<p>2 sheets <u>black</u> (<u>copy + copy</u>)</p> <ul style="list-style-type: none"> - black logo prints as grey scale - Version of the colour logo “copy” - screened down black <p>Sample to be collected upon order. Final print is</p>	Wrapped 33 sets in plastic	1	

ANNEXURE A2: SPECIALISED (BRANDED) STATIONERY SPECIFICATIONS

		print darker than a pantone 427 Cut to A4 with and 188mm white area left & right of the print and 12mm white above the logo Collate 33 sets per pack (colour + copy + copy)	subjected to artwork approval by Armscor				
167	Armscor Application for leave	Set, layout & print,A4 portrait trim to 297 x 210mm,paper green (colour jade) 80gsm bond, ink Armscor brown pantone 464 CVU, collate 25 pages per pad with a hard backing board at the back, glue on top of the 210 side	Wrapped 10 pads per packet	1			
168	Armscor Request for urgent payment	Set, layout & print, print A4 210 x 297mm print one side in duplicate, paper NCR CB white and CF green, ink Armscor pantone brown 464 CVU, collate 50 sheets per pad with hard back board and fold in flap cover. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads per packet	1			
169	Armscor Application to undertake a foreign visit	Set, layout & print, A4 trim landscape 210x297mm,ink Armscor pantone brown 464 CVU and Red, print duplicate number in Red, number range on each pad, collate 25 sets per pad, glued on 297 side with a hard backing board at the back and fold in flap. Sample to	Wrapped 10 pads per packet	1			

ANNEXURE A2: SPECIALISED (BRANDED) STATIONERY SPECIFICATIONS

		be collected upon order. Final print is subjected to artwork approval by Armscor					
170	Armscor Claim for foreign substance and travel allowance	Set, layout & print, print 100 pages per pad back to back, white bond paper 80gsm, A4 portrait 297x 210mm, ink Armscor pantone brown 464 CVU, collate 100pages per pad glued on top on 210mm side with hard backing board at the back. No serial number, Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads per packet	1			
171	Armscor Application for advance	Set, layout & print. Paper NCR CB white CFB green CF yellow, ink Armscor pantone brown 464 CVU and Red, print triplicate and numbers in red on the top right block, collate 50 sets per pad, glued on 210 side with a hard backing board at the back and fold in flap. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads per packet	1			
172	Armscor Entertainment claim	Set, layout & print, paper yellow bond A4 80gsm 297x210mm, ink Armscor pantone brown 464 CVU, collate 100pages per pad glued on top on 210mm side with hard backing board at the back	Wrapped 10 pads per packet	1			
173	Armscor application for petty cash	Set, layout & print. A4 portrait 297x210mm 80gsm bond yellow, ink Armscor pantone brown 464 CVU, 100pages per pad with hard backing board at the back	Wrapped 10 pads per packet	1			

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		and glue on top. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor					
174	Armscor MBA26	Set, layout & print. Paper CB white and CF pink A5 landscape, ink black and red, numbering in red top right, collate 50 sets with hard backing board glue at the top with fold in flap number range on spine of each pad. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 50 pads with 50 sets in a pad	1			
175	Armscor Refreshments requisition	Set, layout & print. A5 25 sets per pad, format print in duplicate, paper NCR CB blue and CF front green, ink Armscor pantone brown 464 CVU, hard backing board at the back and glue on top fold in flap. Numbering in duplicate top right hand side in black in allocated space. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads per packet	1			
176	Armscor Petty cash payment	Set, layout & print. A4 portrait 297x210mm 80gsm bond bright yellow, ink Armscor pantone brown 464 CVU, 100 pages per pad with hard backing board at the back and glue on top fold in flap. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads per packet	1			
177	Armscor Service request requisitions	Set, layout & print. A5 210x148 print one side in triple English, paper NCR CB yellow CFB pink and CF green, ink Armscor pantone brown 464 CVU, series	Wrapped 10 pads per packet	1			

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		number in triple fromtoin allocated are per form 2 copies, triple stay in the book, binding collate 25 sets in triple & trim A5 ¼, bind with hard back board tokai buff front cover and fold in flap from the back, staple and finish with binders cloth blue, mark corresponding serie numbers on the spine of each book. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor					
178	Armscor Request for urgent payment	Set, layout & print,A4 297x210mm print one side in duplicate English, paper NCR CB white CF blue, ink emerald gree, binding collate 25sets per pad with hard back board block glued at the top 210 side. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads per packet	1			
179	Armscor Application for cash payment advance	Set, layout & print,A4 297X210mm, print one side in triple, paper NCR CB white CFB blue and CF green, emerald green, ,binding collate 25sets per pad with hard back board block glued at the top 210 side. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads per packet	1			
180	Armscor Typing file	Set, layout & print, paper 200gsm tokai board yellow 310 x 500mm flat/open, ink black, print only one side, score 2x vertical 240+225+30=495mm flap 30mm.	Wrapped 250 pads per packet	1			

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		Sample to be collected upon order. Final print is subjected to artwork approval by Armscor					
181	Armscor MBA 23 Authorization to pay creditors	Set, layout & print, A5 148 x 210mm white 80gsm bond, print back to back, collate 100 pages per pad with hard backing board at the back. Ink emerald green. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads per packet	1			
182	Armscor Application for domestic subsistence and travel arrangements	Set, layout & print, paper NCR CB white CFB blue CF green, ink black A4 landscape 297x210mm, print triplicate one side only, collate 50 sets per pad in triplicate with hard backing board with fold in flap glued on the top 297 side. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 pads per packet	1			
183	Plain buff divider	13 tabs divider, 240gsm buff cardboard A4 unprinted 12mm tabs =210mm+12mm 2banks of 13 set packed. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 2 sets in a pack = 26 tabs	1			
184	Index tabs dividers	Die cut index tabs 12mm in with on the right hand side of the 297mmx222mm pre-printed board buff, reinforce tabs and spine on the left with clear mylol, do not collate in sets. Sample to be collected upon order. Final print is subjected to artwork approval by Armscor	Wrapped 10 per packet	1			

ANNEXURE A3: REFRESHMENTS SPECIFICATIONS

Item no	Item Description	Item Specifications	Unit of Measure (UOM)	QTY	YEAR 1 Unit Price (excl. VAT)	YEAR 2 Unit Price (excl. VAT)	YEAR 3 Unit Price (excl. VAT)
185	Tea/Coffee	Five Roses Tea Bags Tagless 250gms (100 Sc X Pk)	250g	1			
186		Fresh Pack Rooibos Tea Tagless 200gms (80scxpk)	200g	1			
187		Frisco Coffee 750	750g	1			
188		Ricoffy Original X750g	750g	1			
189		Nestle Ricoffy Caffeinfree 750gms	750g	1			
190		Pronto Koffiehuis Bags 250gms Per Box	250g	1			
191	Creamer	Ellis Brown Coffee Creamer X1kg	1kg	1			
192		Cremora coffee creamer 1kg	1kg	1			
193	Sugar	Pure White Sugar 2,5 Kg	2.5kg	1			
194		Golden Brown Sugar	2kg	1			
195	Sweetener	Sweetener, Sucralose, Aspartame free	Net Mass 22g (300 tablets per pack)	1			
196	Stirring Sticks	Wooden Stirring Sticks	200g (1000 per packet)	1			
197	Biscuits	Romany Creams X 200gms	200g	1			
198		Choc Kits Crunchy Oat White Choc Biscuits 200grams	200g	1			
199		Choice Assorted Bakers X200gms	200g	1			
200		Strawberry Whirls-Bakers X200gms	200g	1			

ANNEXURE A3: REFRESHMENTS SPECIFICATIONS

201		Lemon Creams-Bakers X200gms	200g	1			
202		Nutty Crust-Bakers X200gms	200g	1			
203		Eet Sum Mor -Bakers X200gms	200g	1			
204		Tennis Biscuits-Bakers X200gms	200g	1			
205	Sweets	Beacon Smoothies 72s Mixed	500g	1			
206		Beacon Fruit Chews 1kg	1kg	1			
207		Liquorice Assorted X500gms	400g	1			
208		Endearmints Wrapped 1kg	1kg	1			
209		Cadbury Choc-Eclairs "Toffees" 50 Units Per Packet	230g	1			
210	Paper Plates	Sylko Paper Plates Diam 180 Small (10 Per Pk)	10 Per Pk	1			
211	Water	Still Bottled Water 500ml	500ml	1			
212		Sparkling Bottled Water 500ml	500ml	1			
213	Juice	Appletiser Sparkling Fruit Juice Cans 330ml	330ml	1			
214		Grapetiser Sparkling Fruit Juice Cans 330ml	330ml	1			
215		Liquifruit 100% Fruit Juice Assorted Cans 330ml	330ml	1			
				TOTAL (VAT EXCLUDED)			
TOTAL BID AMOUNT excluding VAT (Total Year 1 + Total Year 2 + Total Year 3)							

NOTE:

- The Bidder **MUST** quote on all items listed. "No quote" for any item will result in the quote not being considered.
- Order will be placed with one supplier, thus **NO** splitting of the order will apply.