



REQUEST FOR QUOTES (RFQ)

DESCRIPTION OF GOODS/ SERVICE REQUIRED	Stationery and Consumables
SPECIFICATIONS/ DESCRIPTION:	Stationery and Consumables for the SRO
ITEM/ SERVICE	QUANTITY
A4 Diary Page A Day Executive Padded Perimeter Stitch 2024 Navy	15
Wrist Mouse Pad	5
Shredder Wastebags 100-165L (Pack of 50)	5
SD and MicroSD USB 3.0 Card Reader TS-RDF5K	2
Portable Adjustable Ergonomic Laptop Stand	2
65W PD Fast Charging Charger - 3USB Ports	2
A4 Clip Poster Frame Aluminium	6
Juno Stapler	5
Claw Style Staple Remover	5
Rainbow Desk Cube Refill	5
Steel Hole Punch (20 Sheets, Black)	5
USB Multi-Plug Adapter - 3 Way	4
Adaptor 3 pin to 2 x 2pin	4
Adaptor 3 pin to schuko	4
A4 80g White Printing Paper	5 Boxes
A4 80g Peach Printing Paper	3 Reams
A4 80g Green Printing Paper	1 Box
Whiteboard Cleaner Spray	2
Whiteboard Eraser	2
Whiteboard Markers (Parrot Slimline Set of 6)	2
Hard Plastic Key Tags 50 per Tub (single color black)	1
Stainless Steel 21.6cm Rubber Grip Scissor	5
Cleaning Brush for Keyboard Cleaning 7 In 1	15
Laptop Screen Wipes (100's)	15
A4 Counter Hard Cover Book 3 Quire 288 Pages	20
A4 Plastic Multi Punched File Pockets	100
A4 PVC Carry Folders with Stud (Clear)	50
Clear Packaging Tape 48mmx100m Roll	5

Glue Sticks 40mg	15
Metal Sharpener 1Hole	15
BIC xtra life crystal ball pen Black	1
BIC xtra life crystal ball pen Blue	1
BIC xtra life crystal ball pen Red	1
Pencil Erasers	15
10 Tab File Dividers PVC	20
Sharpie Extreme Permanent Markers (4 count)	5
Stainless Steel Cordless Kettle	1
Nescafe Classic Coffee (1kg)	2
Jacobs Krönung (200g)	2
Thirsti Still Water (5L x 4 per box)	6
Thirsti Sparkling Water (1,5L per 6 pack)	6
Roller Towels (4 per pack)	6
Refuse Black Bags	6
Furniture Polish (Lemon) (6 per pack)	6
Doom Multi Insect Spray Odourless (6 per pack)	2
5L Jik	2
5L Sunlight Liquid	1
Black Silicone Coasters (6 per pack)	6
Glade Sensations Gel Air Freshener	20
Brown Sugar (2kg)	5
Airwick Freshmatic Refill	10
Perforated Wipes on A Roll	10

GENERAL/ COMMENTS:

Budget:	Southern Regional Office	Cost Centre Code:	10 – 01 - 00
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PREPARED BY

SIGNATURE OF REQUESTER	NAME IN BLOCK LETTERS	DATE

APPROVED BY:

SIGNATURE OF SM/RM/E	NAME IN BLOCK LETTERS	DATE