

APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR THEMISILE HANI LOCAL MUNICIPALITY FOR A PERIOD OF 36 MONTHS.

C 2.2. BILL OF QUANTITIES

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Item No	Description	Quantity	Price Per Item (incl. delivery cost & VAT Year 1	Price Per Item (incl. delivery cost & VAT Year 2	Price Per Item (incl. delivery cost & VAT Year 3
PAPER					
1.	80gm A4 White Paper	Per ream of 500 sheets			
2.	80gm A3 White Paper	Per ream of 500 sheets			
3.	80gm A4 Colour Paper	Per ream of 500 sheets			
4.	80gm A3 Colour Paper	Per ream of 500 sheets			
5.	Fax Rolls - 210 x 30 x 12.7	Each			
6.	Fax Rolls - 215 x 30 x 13	Each			

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7.	Plotter Paper Bond 80g – 841 x 150m Roll	Each			
8.	Plotter Paper Bond 80g – 841 x 50m Roll	Each			
9.	Plotter Paper Bond 80g – 420 x 150m	Each			
10.	Continuous Feed Eyeline Paper – 280 x 241	Per box of 200			

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Item No.	Description	Quantity	Price Per Item (incl. delivery cost & VAT) Year 1	Price Per Item (incl. delivery cost & VAT) Year 2	Price Per Item (incl. delivery cost & VAT) Year 3
11.	Computer Paper – 1 Part Eyeline – 280x368mm (80column with blue line)	Per box of 200			
12.	Continuous Feed Blank Listing Paper – 280 x 368	Per box of 200			
13.	Laser Labels – A4 size – 24 per sheet – no border (100 sheets)	Per Box			
14.	A4 Carbon Paper – Blue – 100 sheets	Per book of 100 sheets			
15.	A4 Board Pastel - 160gsm	Per pack of 10			
16.	A4 Board Bright / Neon – 160gsm	Per pack of 10			
17.	A4 Board White – 160gsm	Per pack of 10			
18.	A3 Board Pastel – 160gsm	Per pack of 10			
19.	A3 Board Bright / Neon – 160gsm	Per pack of 10			

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20.	A3 Board White – 160gsm	Per pack of 10			
21.	Optiplan Opti Tabs Alpha 10 x 12 various colours or similar approved	Per pack of 10			

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22.	A4 160gms Board (210mmx297mm) – Various colours	Per pack of 10			
23.	57 x 57 Tally Roll (bond)	Each			
24.	57 x 40 Thermal roll	Each			
25.	Flip Chart Paper	Per pack of 20 sheets			
GENERAL OFFICE SUPPLIES					
26.	Alkaline Batteries – AA	4 per pack			
27.	Alkaline Batteries – AAA	4 per pack			
28.	Rechargeable Batteries – AA 1.5V	4 per pack			
29.	Calculators (12 digits)	Each			
ENVELOPES					
29.	C3 Envelopes, 458 x 324mm Golden Brown – no window - self seal	Box of 250			

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30.	C4 Envelopes, 324 x 329mm White wove –no window – self seal	Box of 250			
31.	C4 Envelopes, 324 x 229 Manila – self seal - no window – self seal	Box of 250			
32.	C5 Envelopes, 229 x 162mm Manila wove – no window – self seal	Box of 500			

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33.	C5 Envelopes 229 x 162mm Manila – no window – self seal	Box of 500			
34.	C6 Envelopes 114 x 162mm Manila – no window – self seal	Box of 500			
35.	DL Envelopes 110 x 220mm Manila – no window – self seal	Box of 500			
36.	DL Envelopes 110 x 220mm Manila – with window – self seal	Box of 500			
37.	DL Envelopes 110 x 220mm White – with window – self seal	Box of 500			
38.	DL Envelopes 110 x 220mm White – no window – self seal	Box of 500			
39.	Envelopes 90 x 152mm Manila – with window – self seal	Box of 500			
	BOOKS AND PADS				
40.	A4 Hardcover Counter Books – 96 pages	Each			
41.	A4 Hardcover Counter Books – 192 pages	Each			
42.	A4 Hardcover Counter Books – 288 pages	Each			
43.	A5 Hardcover Manuscript Books – 96 pages	Each			
44.	A5 Hardcover Manuscript Books – 192 pages	Each			
45.	A6 Hardcover Memo Books – 96 pages	Each			

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46.	A6 Hardcover Memo Books – 144 pages	Each			
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47.	Exam Pads – 80 pages – not punched	Each			
48.	Exam Pads – 80 pages - punched	Each			
49.	A5 Shorthand Note Book – wire bound – 100 pages – no centre line	Each			
Item No.	Description	Quantity	Price Per Item (incl. delivery cost & VAT) Year 1	Price Per Item (incl. delivery cost & VAT) Year 2	Price Per Item (incl. delivery cost & VAT) Year 3
50.	A5 Pen Carbon Duplicate Feint Ruled Book – 100 sheets	Each			
51.	A6 Pen Carbon Duplicate Tax Invoice Book – 100 sheets (perforated sheets)	Each			
52.	Post it Notes – 38mm x 50mm – 100 sheets/pad – 2 pack	Each			
53.	Post it Notes – 76mm x 76mm – 100 sheets/pad	Each			
	WRITING AND CORRECTION				
55.	Crystal Ballpoint Pens – Medium – black	Each			
56.	Crystal Ballpoint Pens – Medium – blue	Each			
57.	Crystal Ballpoint Pens – Medium – red	Each			
58.	Orange Ballpoint Pens – Fine – black	Each			
59.	Orange Ballpoint Pens – Fine – blue	Each			

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60.	Orange Ballpoint Pens – Fine– red	Each			
61.	Permanent Markers – Bullet tip 2.5mm– black	Each			
62.	Permanent Markers – Bullet tip 2.5mm – blue	Each			
63.	Permanent Markers – Bullet tip 2.5mm –red	Each			

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64.	Permanent Markers – Bullet tip 2.5mm – green	Each			
65.	Whiteboard Markers – 2.0mm – black	Each			
66.	Whiteboard Markers – 2.0mm– blue	Each			
67.	Whiteboard Markers – 2.0mm – red	Each			
68.	Whiteboard Markers – 2.0mm– green	Each			
69.	Whiteboard Markers – 2.0mm – orange	Each			
70.	Whiteboard Markers – 2.0mm – brown	Each			
71.	Whiteboard Markers – 2.0mm – wallet of 6	Per wallet			
72.	Whiteboard Eraser	Each			
73.	Ball Point Refill – Fine – Black	Each			
74.	Ball Point Refill – Fine – Blue	Each			
75.	Ball Point Refill – Medium – Black	Each			
76.	Ball Point Refill – Medium – Blue	Each			
77.	T-Ball BallPoint Refill – Fine – Black	Each			
78.	T-Ball BallPoint Refill – Fine – Blue	Each			
79.	T-Ball BallPoint Refill – Medium – Black	Each			
80.	T-Ball BallPoint Refill – Medium – Blue	Each			

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81.	Highlighters – Chisel Tip – Red	Each			
82.	Highlighters – Chisel Tip – Blue	Each			
83.	Highlighters – Chisel Tip – Green	Each			

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84.	Highlighters – Chisel Tip – Yellow	Each			
85.	Highlighters – Chisel Tip – Orange	Each			
86.	Highlighters – Chisel Tip – Pink	Each			
87.	Highlighters – Chisel Tip – Lavender	Each			
88.	Highlighters – Chisel Tip – Wallet of 4	Per wallet			
89.	Highlighters – Chisel Tip – Wallet of 6	Per wallet			
90.	Highlighters – Chisel Tip – Wallet of 8	Per wallet			
91.	Sharpeners – Metal – Single	Each			
92.	Sharpener – Metal - Double	Each			
93.	Pencils – Box of 12	Per Box			
94.	Clutch Pencils – 0.3mm	Each			
95.	Clutch Pencils – 0.7mm	Each			
96.	Leads for clutch pencil – 0.3mm HB	Each			
97.	Leads for clutch pencil – 0.5mm HB	Each			

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98.	Leads for clutch pencil – 0.7mm HB	Each			
99.	Colouring Pencils – Wallet of 24	Per wallet			
100.	Correction Fluid- Bottle with fine metal point and click cap – 18ml	Each			

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101.	Correction Fluid – Blue Flat with fine metal point and click cap – 12ml	Each			
102.	Correction Fluid – Thinners – 20ml	Each			
103.	Office Eraser – white	Each			
	OFFICE SUPPLIES AND DESK ACCESSORIES				
104.	Glue Sticks – 11g	Each			
105.	Glue Sticks – 22g	Each			
106.	Glue Sticks – 43g	Each			
107.	Prestik or similar approved– 100g	Each			
108.	Clear Tape 12 x 66m	Each			
109.	Clear Tape 12 x 50m	Each			
110.	Clear Tape 18 x 66m	Each			
111.	Clear Tape – 12mm x 40m	Each			
112.	Clear Tape – 24mm x 40m	Each			

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Item No.	Description	Quantity	Price Per Item (incl. delivery cost & VAT) Year 1	Price Per Item (incl. delivery cost & VAT) Year 2	Price Per Item (incl. delivery cost & VAT) Year 3
113.	Clear Tape Dispenser	Each			
114.	Magic Tape 18mm x 50m	Each			

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115.	Magic Tape 18mm x 25m	Each			
116.	Masking Tape – 12mm x 40m	Each			
117.	Masking Tape – 24mm x 40m	Each			
118.	Magic Tape 24mm (for book repairs)	Each			
119.	Buff Tape – 18mm x 66m (25micron)	Each			
120.	Buff Tape – 48mm x 50m (25 micron)	Each			
121.	Paper Binders – 76mm	Per 100 Pack			
122.	Paper Clips – 25mm – white coated	Per 100 Pack			
123.	Paper Clips – 33mm – white coated	Per 100 Pack			
124.	Paper Clips – 50mm – white coated	Per 100 Pack			
125.	Paper Clips – 78mm – white coated	Per 50 pack			
126.	Foldback clips – 19mm	Per Box			

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127.	Foldback clips – 25mm	Per Box			
128.	Foldback clips – 32mm	Per Box			

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129.	Foldback clips – 41mm	Per Box			
130.	Foldback clips – 50mm	Per Box			
131.	Rubberbands – 100g – size small	Per pack			
132.	Rubberbands – 100g – size medium	Per pack			
133.	Rubberbands – 100g – size large	Per Pack			
134.	Rubberbands – 1kg – size small	Per pack			
135.	Rubberbands – kg – size medium	Per Pack			
136.	Rubberbands – 1kg– size large	Per Pack			
137.	Staple Remover	Each			
138.	Heavy Duty Stapler Remover	Each			
139.	Heavy Duty Stapler – Stapling up to 100 sheets	Each			
140.	Full Standard Strip Stapler – Stapling up to 20 sheets	Each			
141.	Staples – 56 26/6 – box of 5000	Per Box			
142.	Staples – 66/11 – box of 5000	Per Box			

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Item No	Description	Quantity	Price Per Item (incl. delivery cost & VAT Year 1	Price Per Item (incl. delivery cost & VAT Year 2	Price Per Item (incl. delivery cost & VAT Year 3
143.	Drawing Pins – Stainless Steel	Per Box of 100			
144.	Drawing Pins – Coloured Box	Per Box of 100			

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145.	Plastic Ruler – 30cm – Assorted colours	Each			
146.	Steel Ruler – 60cm	Each			
147.	Punches - centering arm adjustable to A4 – 2 hole perforator with paper size guise (20 sheet – 40 sheet) – Black	Each			
148.	Punches - centering arm adjustable to A4 – 2 hole perforator with paper size guise (40 sheet – 60 sheet) – Black	Each			
149.	Punches - centering arm adjustable to A4 – 2 hole perforator with paper size guise (65 sheets and above) – Black	Each			
150.	A4 Laminating Pouches	Per Pack of 100			
151.	Cube Holder (900mm)	Each			
152.	Cube Refills – White – 800 sheets	Per Pack			
153.	Letter Tray 3 - Black	Each			
154.	Letter Tray – Single Black	Each			
155.	Letter Tray Risers – Steel Black	4 Pack			

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156.	Large scissors – 21cm – black	Each			

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	FILING AND STORAGE				
157.	A4 Board Lever Arch Files – 50mm – Black	Each			
158.	A4 Board Lever Arch Files – 75mm – Black	Each			
159.	A4 Flip File – 20 Pocket	EACH			
160.	A4 Flip File – 30 Pocket	Each			
161.	A4 Pocket Files - Punched	Per 100 pack			
162.	A4 Filing Sleeves – multi-punched plastic sleeves to fit 2 and 4-hole punching – 50 micron	Per 100 pack			
163.	A4 Suspension Files includes tabs and inserts – 25 per box	Per Box			
164.	A4 Dividers – Manila – A to Z Division	Per Pack			
165.	A4 Dividers – Manila – 1/31 Numbered Division	Per Pack			
166.	A4 Dividers – Manila – Jan to December Division	Per Pack			
167.	A4 Dividers – Manila – Blank – 5 Dividers	Per Pack			
168.	A4 Dividers – Manila – Blank – 10 Dividers	Per Pack			
169.	A4 Dividers - Pastel Colours – 10 Dividers	Per Pack			
170.	Manila Folders – 180g – Assorted colours – 100 per pack	Per Pack			

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171.	Metal Paper Fasteners – 80mm x 60mm – 50 per pack	Per Pack			

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172.	A4 Clipboard Masonite 355 x 230mm	Each			
173.	Endorsing Ink – 25ml – Black	Each			
174.	Endorsing Ink – 25ml – Red	Each			
175.	SFS A4 Board Containers	Each			
176.	SFS L Weight 12g	25 per pack			
177.	Storage Box collapsible (A4 archive box)	Each			
178.	L/A A4 Board File – Various Pack	Per Pack			
179.	L/A A4 Oblong Files	Per pack			
	CRAFT SUPPLIES				
180.	Glitter (various colours, single, non-toxic)	Each			
181.	Art Wax Crayons Super Jumbo	9 per pack			
182.	Bostik Face Paint (6x4.7g)	6 per pack			
183.	100ml White Glue	Each			
184.	Ready Mix Liquid Paint (various colours)	Per pack			

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	COMPUTER PERIPHERALS				
Item No	Description	Quantity	Price Per Item (incl. delivery cost & VAT) Year 1	Price Per Item (incl. delivery cost & VAT) Year 2	Price Per Item (incl. delivery cost & VAT) Year 3
185.	DVD + R – Verbatim (16x printable)	Per pack of 10			
186.	USB 16GB	Each			

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	RUBBER STAMPS & DATER(personalized with municipal emblem)				
187.	Self –Inking Dater	Each			
188.	Self – Inking Dater	Each			
	CARTRIDGES				
189.	131A CF210A	Each			
190.	131A CF211A	Each			
200.	131A CF212A	Each			
201.	131A CF213A	Each			
202.	126A CE310 A	Each			
203.	126A CE311A	Each			
204.	126A CE312A	Each			
205.	126A CE313A	Each			
206.	Canon 719	Each			
207.	CB540A	Each			
208.	CB541A	Each			

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209.	CB542A	Each			
210.	CB543A	Each			

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211.	Q6000A	Each			
212.	Q6001A	Each			
213.	Q6002A	Each			
214.	Q6003A	Each			
215.	12A	Each			
216.	MICROLINE 1120/1190	Each			
217.	940 XL CYAN	Each			
218.	940 XL MAGENTA	Each			
219.	940 XL YELLOW	Each			
220.	940 XL BLACK	Each			
221.	LH390A	Each			
222.	Requisition Books Personalized with municipal emblem	Each			
	Sub-Total		R	R	R
	VAT @15%		R	R	R
	Total		R	R	R
Total to be carried over to the Form of Offer					

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Note:

Any other stationery item not covered above, the service providers will be requested to submit a quotation for the approval of the items by the municipality before delivery can be made.

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BLANK

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