



## C 2.2. BILL OF QUANTITIES

### BILL OF QUANTITIES / SUMMARY OF TOTAL OFFERED FEES

#### SCHEDULE OF QUANTITIES

Item	Description	Specification	Unit	Quantity	Rate	Amount
1	Arch lever files (Upright):	A4 70mm	No. 1	1		
2	Other files	Tidy files – filling solutions Ref (074003) with fastener code 77/2190. 200 per box	No. 1	1		
		A4 tidy files board containers green	No. 1	1		
		A4 tidy files board containers Ref 285	No. 1	1		
3	Suspensions Files:	F/Scap-dura Strib (25 in box)	No. 1	1		
		A4 suspension file (25 in box)	No. 1	1		
		Suspension file tabs & inserts (25 in box)	No. 1	1		
4	Storage File boxes: CORB304	This sturdy storage box can hold 6 lever arch files and makes filling neat and compact	No. 1	1		
5	Storage File boxes: CORB337	P50 easily assembled to take one lever arch files contents for archiving	No. 1	1		
6	Storage box: CORB306	The combo 5 is easily assembled and is used for archiving and filing. It takes A4 and foolscap suspension files, lever arch files and the P50 storage box with lid.	No. 1	1		

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



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THE APPOINTMENT OF PANEL OF SERVICE PROVIDERS TO SUPPLY, DELIVER AND OFFLOADING OF STATIONERY ON AN AS & WHEN REQUIRED FOR THREE YEARS

7	Accessible Files:	Rainbow file sorter	No. 1	1		
8	Document Wallets:	Document Wallets Board (10 in box) with clip on top	No. 1	1		
9	Papers 80g/m2	A4 White papers - Reams per box: 5 Sheets per ream: 500	No. 1	1		
		A4 light Green papers - Reams per box: 5 Sheets per ream: 500	No. 1	1		
		A4 light Yellow papers - Reams per box: 5 Sheets per ream: 500	No. 1	1		
		A4 light Blue papers - Reams per box: 5 Sheets per ream: 500	No. 1	1		
		A4 light Pink papers - Reams per box: 5 Sheets per ream: 500	No. 1	1		
TOTAL BRUGHT					R	
FORWARD						

Tenderer

Witness 1

Witness 2

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Item	Description	Specification	Unit	Quantity	Rate	Amount (R)
<b>TOTAL CARRIED</b>						<b>R</b>
<b>FORWARD</b>						
10		A4 Red papers - Reams per box: 5 Sheets per ream: 500	No. 1	1		
		A4 paper Transparencies	No. 1	1		
		PPC Bond papers 80gr roll, size A1 (841mmx50m, 50mm core)	No. 1	1		
11	File dividers	Polypropylene index with printed tabs = 10s	No. 1	1		
12	Printing A3 Paper (white) 80g/m2	Reams per box:5 Sheets per ream:500	No. 1	1		
12.	Counter Books	A4 note book 192 page 2 quire, bound and thread sewn	No. 1	1		
13.	Counter Books	A4 note book 288 page 3 quire, bound and thread sewn	No. 1	1		
14.	Comb Bind Binding Machine	<ul style="list-style-type: none"> <li>Electronic model for high volume use (CB366E)</li> <li>Robust construction</li> <li>Electronic punching</li> <li>Punch(80gsm):25 pages</li> <li>Bind:450 pages</li> <li>Max comb size:51 mm</li> </ul>	No. 1	1		
15.	Binding Machine	<ul style="list-style-type: none"> <li>Bind (80 gsm);450pages</li> <li>Maximum comb size:50mm</li> <li>Adjustable margin</li> </ul>	No. 1	1		

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16.	Laminating Machine	<ul style="list-style-type: none"> <li>Laminating width 330mm/450mm</li> <li>Hot and cold lamination</li> <li>Laminates up to 500 micron pounces</li> <li>Advanced temperature control for consistent laminating</li> <li>Reverse function ensures safe operation at all time</li> <li>Auto shut-off</li> </ul>	No. 1	1		
17.	Laminating Accessories	<ul style="list-style-type: none"> <li>A4 150 micron gloss (100)</li> </ul>	No. 1	1		
		<ul style="list-style-type: none"> <li>A4 250 micron gloss (100)</li> </ul>	No. 1	1		
		<ul style="list-style-type: none"> <li>A3 150 micron gloss (100)</li> </ul>	No. 1	1		
		<ul style="list-style-type: none"> <li>A3 150 micron gloss (100)</li> </ul>	No. 1	1		
		<ul style="list-style-type: none"> <li>A3 250 micron gloss (100)</li> </ul>	No. 1	1		
TOTAL BROUGHT FORWARD						R

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



Item	Description	Specification	Unit	Quantity	Rate	Amount (R)
<b>TOTAL CARRIED</b>						<b>R</b>
<b>FORWARD</b>						
18	High Volume Heavy Duty Shredder: Croxley/Rexel	<ul style="list-style-type: none"> <li>• 1400 S2 SHREDDER</li> <li>• Shreds up to 28 sheets in one pass</li> </ul>	No. 1	1		
19	4000 Heavy duty general office shredder	<ul style="list-style-type: none"> <li>• 420mm entry for A4 &amp; A3 and computer listing paper</li> <li>• Extra-large bin, 42 litres</li> <li>• Robust and fully mobile</li> <li>• 2 years parts and labour warranty, with 5 year cutting head warranty.</li> </ul>	No. 1	1		
20	Trimmer (A3)	<ul style="list-style-type: none"> <li>• Manual rotary paper trimmer</li> <li>• Trims up to 360mm-15 Sheets</li> <li>• Cuts paper, film or foil</li> </ul>	No. 1	1		
21	Punchers: Power hollow punches	<ul style="list-style-type: none"> <li>• HD4150 Extra-large heavy duty punch. Robust metal 4-hole heavy duty punch that officer accurate and effortless high capacity punching.</li> <li>• Added features are its clear, sliding confetti trays that are easy to empty, adjustable depth gauge for varying margins and long handle for extra leverage and reduced effort.</li> </ul>	No. 1	1		

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		<ul style="list-style-type: none"> <li><b>Punches up to 300</b></li> </ul>				
		<ul style="list-style-type: none"> <li><b>Power 3 Hole Punch (100 page capacity)</b></li> </ul>	<b>No. 1</b>	1		
		<ul style="list-style-type: none"> <li><b>Heavy duty 2 Hole Punch V260(450) Rexel</b></li> </ul>	<b>No. 1</b>	1		
		<ul style="list-style-type: none"> <li><b>Medium metal office punch P225 Rexel</b></li> </ul>	<b>No. 1</b>	1		
<b>TOTAL BROUGHT FORWARD</b>						

1. The grand total for the duration of 3 (three) years must be carried /forwarded to the Form of Offer.
2. Although the tenderer is at liberty to insert a rate at his own choice for each item in the schedule, his attention is drawn to the fact that the employer has the right, under various circumstances, to payment for additional work carried out and that the latter is obliged to base his assessment and the payment to be paid for such additional work on the rates inserted in the schedule by the tenderer.

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