

## C 2.2. BILL OF QUANTITIES

**APPOINTMENT ON A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE STATIONERY ON AN AS AND WHEN BASIS FOR A PERIOD OF 36 MONTHS.**

Item No	Description	Quantity	Price estimate Per Item (incl. delivery cost & VAT Year 1)	Price estimate Per Item (incl. delivery cost & VAT Year 2)	Price estimate Per Item (incl. delivery cost & VAT Year 3)
<b>PAPER</b>					
1.	80gm A4 White Paper – Typek or similar approved	Per ream of 500 sheets			
2.	80gm A3 White Paper – Typek or similar approved	Per ream of 500 sheets			
3.	80gm A4 Colour Paper - Typek or similar approved	Per ream of 500 sheets			
4.	80gm A3 Colour Paper - Typek or similar approved	Per ream of 500 sheets			
5.	Fax Rolls - 210 x 30 x 12.7	Each			
6.	Fax Rolls - 215 x 30 x 13	Each			
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			
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			

Item No	Description	Quantity	Price Per Item (incl. delivery cost & VAT)	Price estimate Per Item (incl. delivery cost & VAT Year 2)	Price estimate Per Item (incl. delivery cost & VAT Year 3)
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			
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			
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			
<b>GENERAL OFFICE SUPPLIES</b>					
26.	Alkaline Batteries – AA (Duracell or similar approved)	4 per pack			

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27.	Alkaline Batteries – AAA (Duracell or similar approved)	4 per pack			
28.	Rechargeable Batteries – AA 1.5V (Duracell or similar approved)	4 per pack			
29.	Trefoil 4613 Calculators (12 digits)	Each			
<b>ENVELOPES</b>					
29.	C3 Envelopes, 458 x 324mm Golden Brown – no window - self seal	Box of 250			
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			
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			

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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			
	<b>BOOKS AND PADS</b>				
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			
46.	A6 Hardcover Memo Books – 144 pages	Each			
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			
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			

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53.	Post it Notes – 76mm x 76mm – 100 sheets/pad	Each			
	<b>WRITING AND CORRECTION</b>				
54.	Crystal Ballpoint Pens – Medium – BIC or similar approved – black	Each			
55.	Crystal Ballpoint Pens – Medium – BIC or similar approved – blue	Each			
56.	Crystal Ballpoint Pens – Medium – BIC or similar approved – red	Each			
57.	Orange Ballpoint Pens – Fine – BIC or similar approved – black	Each			
58.	Orange Ballpoint Pens – Fine – BIC or similar approved – blue	Each			
59.	Orange Ballpoint Pens – Fine – BIC or similar approved – red	Each			
60.	Permanent Markers – Bullet tip 2.5mm – Artline or similar approved – black	Each			
61.	Permanent Markers – Bullet tip 2.5mm – Artline or similar approved – blue	Each			
62.	Permanent Markers – Bullet tip 2.5mm – Artline or similar approved – red	Each			
63.	Permanent Markers – Bullet tip 2.5mm – Artline or similar approved – green	Each			
64.	Whiteboard Markers – 2.0mm – Artline or similar approved – black	Each			

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65.	Whiteboard Markers – 2.0mm – Artline or similar approved – blue	Each			
66.	Whiteboard Markers – 2.0mm – Artline or similar approved – red	Each			
67.	Whiteboard Markers – 2.0mm – Artline or similar approved – green	Each			
68.	Whiteboard Markers – 2.0mm – Artline or similar approved – orange	Each			
69.	Whiteboard Markers – 2.0mm – Artline or similar approved – brown	Each			
70.	Whiteboard Markers – 2.0mm – Artline or similar approved – assorted – wallet of 6	Per wallet			
71.	Whiteboard Eraser	Each			
72.	Ball Point Refill – Fine – Black	Each			
73.	Ball Point Refill – Fine – Blue	Each			
74.	Ball Point Refill – Medium – Black	Each			
75.	Ball Point Refill – Medium – Blue	Each			
76.	T-Ball BallPoint Refill – Fine – Black	Each			
77.	T-Ball BallPoint Refill – Fine – Blue	Each			
78.	T-Ball BallPoint Refill – Medium – Black	Each			
79.	T-Ball BallPoint Refill – Medium – Blue	Each			
80.	Highlighters – Chisel Tip – Red	Each			
81.	Highlighters – Chisel Tip – Blue	Each			
82.	Highlighters – Chisel Tip – Green	Each			

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83.	Highlighters – Chisel Tip – Yellow	Each			
84.	Highlighters – Chisel Tip – Orange	Each			
85.	Highlighters – Chisel Tip – Pink	Each			
86.	Highlighters – Chisel Tip – Lavender	Each			
87.	Highlighters – Chisel Tip – Wallet of 4	Per wallet			
88.	Highlighters – Chisel Tip – Wallet of 6	Per wallet			
89.	Highlighters – Chisel Tip – Wallet of 8	Per wallet			
90.	Sharpener – Metal – Single	Each			
91.	Sharpener – Metal - Double	Each			
92.	Pencils – 110HB – Box of 12	Per Box			
93.	Clutch Pencils – 0.3mm	Each			
94.	Clutch Pencils – 0.7mm	Each			
95.	Leads for clutch pencil – 0.3mm HB	Each			
96.	Leads for clutch pencil – 0.5mm HB	Each			
97.	Leads for clutch pencil – 0.7mm HB	Each			
98.	Colouring Pencils – Wallet of 24	Per wallet			
99.	Correction Fluid- Bottle with fine metal point and click cap – 18ml	Each			
100.	Correction Fluid – Blue Flat with fine metal point and click cap – 12ml	Each			
101.	Correction Fluid – Thinners – 20ml	Each			
102.	Office Eraser – white	Each			
	<b>OFFICE SUPPLIES AND DESK ACCESSORIES</b>				

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103.	Glue Sticks – 11g – Pritt or similar approved	Each			
104.	Glue Sticks – 22g – Pritt or similar approved	Each			
105.	Glue Sticks – 43g – Pritt or similar approved	Each			
106.	Prestik or similar approved– 100g	Each			
107.	Clear Tape 12 x 66m	Each			
108.	Clear Tape 12 x 50m	Each			
109.	Clear Tape 18 x 66m	Each			
110.	Clear Tape – 12mm x 40m	Each			
111.	Clear Tape – 24mm x 40m	Each			
112.	Clear Tape Dispenser	Each			
113.	Magic Tape 18mm x 50m – Scotch or similar approved	Each			
114.	Magic Tape 18mm x 25m – Scotch or similar approved	Each			
115.	Masking Tape – 12mm x 40m	Each			
116.	Masking Tape – 24mm x 40m	Each			
117.	Magic Tape 24mm (for book repairs) – Scotch or similar approved	Each			
118.	Buff Tape – 18mm x 66m (25micron)	Each			
119.	Buff Tape – 48mm x 50m (25 micron)	Each			

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120.	Paper Binders – 76mm	Per 100 Pack			
121.	Paper Clips – 25mm – white coated	Per 100 Pack			
122.	Paper Clips – 33mm – white coated	Per 100 Pack			
123.	Paper Clips – 50mm – white coated	Per 100 Pack			
124.	Paper Clips – 78mm – white coated	Per 50 pack			
125.	Foldback clips – 19mm	Per Box			
126.	Foldback clips – 25mm	Per Box			
127.	Foldback clips – 32mm	Per Box			
128.	Foldback clips – 41mm	Per Box			
129.	Foldback clips – 50mm	Per Box			
130.	Rubberbands – 100g – size small	Per pack			
131.	Rubberbands – 100g – size medium	Per pack			
132.	Rubberbands – 100g – size large	Per Pack			
133.	Rubberbands – 1kg – size small	Per pack			
134.	Rubberbands – kg – size medium	Per Pack			
135.	Rubberbands – 1kg– size large	Per Pack			
136.	Staple Remover	Each			
137.	Heavy Duty Stapler Remover	Each			

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138.	Heavy Duty Stapler – Stapling up to 100 sheets	Each			
139.	Full Standard Strip Stapler – Stapling up to 20 sheets	Each			
140.	Staples – 56 26/6 – box of 5000 – Rexel or similar approved	Per Box			
141.	Staples – 66/11 – box of 5000 – Rexel or similar approved	Per Box			
142.	Drawing Pins – Stainless Steel	Per Box of 100			
143.	Drawing Pins – Coloured Box	Per Box of 100			
144.	Plastic Ruler – 30cm – Assorted colours	Each			
145.	Steel Ruler – 60cm	Each			
146.	Punches - centering arm adjustable to A4 – 2 hole perforator with paper size guise (20 sheet – 40 sheet) – Black	Each			
147.	Punches - centering arm adjustable to A4 – 2 hole perforator with paper size guise (40 sheet – 60 sheet) – Black	Each			
148.	Punches - centering arm adjustable to A4 – 2 hole perforator with paper size guise (65 sheets and above) – Black	Each			
149.	A4 Laminating Pouches	Per Pack of 100			
150.	Cube Holder (900mm)	Each			

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151.	Cube Refills – White – 800 sheets	Per Pack			
152.	Letter Tray 3 - Black	Each			
153.	Letter Tray – Single Black	Each			
154.	Letter Tray Risers – Steel Black	4 Pack			
155.	Large scissors – 21cm – black	Each			
	<b>FILING AND STORAGE</b>				
156.	A4 Board Lever Arch Files – 50mm – Black	Each			
157.	A4 Board Lever Arch Files – 75mm – Black	Each			
158.	A4 Flip File – 20 Pocket	EACH			
159.	A4 Flip File – 30 Pocket	Each			
160.	A4 Pocket Files - Punched	Per 100 pack			
161.	A4 Filing Sleeves – multi-punched plastic sleeves to fit 2 and 4-hole punching – 50 micron	Per 100 pack			
162.	A4 Suspension Files includes tabs and inserts – 25 per box	Per Box			
163.	A4 Dividers – Manila – A to Z Division	Per Pack			
164.	A4 Dividers – Manila – 1/31 Numbered Division	Per Pack			
165.	A4 Dividers – Manila – Jan to December Division	Per Pack			
166.	A4 Dividers – Manila – Blank – 5 Dividers	Per Pack			
167.	A4 Dividers – Manila – Blank – 10 Dividers	Per Pack			

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168.	A4 Dividers - Pastel Colours – 10 Dividers	Per Pack			
169.	Manila Folders – 180g – Assorted colours – 100 per pack	Per Pack			
Item No	Description	Quantity	Price Per Item (incl. delivery cost & VAT)		
170.	Metal Paper Fasteners – 80mm x 60mm – 50 per pack	Per Pack			
171.	A4 Clipboard Masonite 355 x 230mm	Each			
172.	Endorsing Ink – 25ml – Black	Each			
173.	Endorsing Ink – 25ml – Red	Each			
174.	SFS A4 Board Containers	Each			
175.	SFS L Weight 12g	25 per pack			
176.	Storage Box collapsible (A4 archive box)	Each			
177.	L/A A4 Board File – Various Pack	Per Pack			
178.	L/A A4 Oblong Files	Per pack			
	<b>CRAFT SUPPLIES</b>				
179.	Glitter ( various colours, single, non-toxic)	Each			
180.	Kid Art Wax Crayons Super Jumbo	9 per pack			
181.	Bostik Face Paint (6x4.7g)	6 per pack			
182.	100ml Bostik Art & Craft White Glue	Each			
183.	Ready Mix Liquid Paint (various colours)	Per pack			
	<b>COMPUTER PERIPHERALS</b>				

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184.	DVD + R – Verbatim ( 16x printable)	Per pack of 10			
185.	USB 16GB	Each			
	<b>RUBBER STAMPS &amp; DATER( personalized with municipal emblem)</b>				
186.	Self –Inking Dater – Trodat 4810	Each			
187.	Self – Inking Dater – Trodat 4820	Each			
	<b>CARTRIDGES</b>				
188.	131A CF210A	Each			
189.	131A CF211A	Each			
190.	131A CF212A	Each			
191.	131A CF213A	Each			
192.	126A CE310 A	Each			
193.	126A CE311A	Each			
194.	126A CE312A	Each			
195.	126A CE313A	Each			
196.	Canon 719	Each			
197.	CB540A	Each			
198.	CB541A	Each			
199.	CB542A	Each			
200.	CB543A	Each			

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201.	Q6000A	EACH			
202.	Q6001A	EACH			
203.	Q6002A	EACH			
204.	Q6003A	EACH			
205.	12A	EACH			
206.	MICROLINE 1120/1190	EACH			
207.	940 HP XL CYAN	EACH			
208.	940 HP XL MAGENTA	EACH			
209.	940 HP XL YELLOW OFFICEJET	EACH			
210.	940 HP XL BLACK	EACH			
211.	LH390A	EACH			
212.	Requisition Books Personalized with municipal emblem	EACH			
	<b>TOTAL AMOUNT TO BE FORWARDED TO FORM C 1.1 (FORM OF OFFER – SUPPLY AND DELIVERY OF STATIONERY)</b>				