

OFFICE SUPPLIES AND CONSUMABLES: SIX MONTHS SUPPLY**Note: The office consumables will be replenished as and when required.**

NO	ITEM DESCRIPTION	QTY	PER UNIT/PACK PRICE	TOTAL PRICE (EXCLUDING VAT)
1	A4 FILE DIVIDERS 10 TAB PAPER BOARD	200		
2	A4 LEVER ARCH FILES ASSORTED (8 IN ONE PACKET)	24		
3	RIGID 6 LEVER ARCH FILE STORAGE BOX	72		
4	BUCKET WITH SPOUT - 12L	8		
5	TELESCOPIC WINDOW CLEANER 1.2M	12		
6	AIR FRESHNER WITH FRAGRANCE 280ML (6 IN EACH PACKET)	40		
7	UTILITY FIRE LIGHTER (2 IN EACH PACK)	4		
8	A4 EXAM PAD 100 PAGES (10 IN EACH PACK)	48		
9	HIGHLIGHTER FOUR ASSORTED COLOURS (12 IN EACH PACK)	240		
10	PLASTIC LRG HIGH SPEC DESSERT SPOON (50 IN EACH PACK) IN WHITE	16		
11	PAPER HAND TOWEL REFLEX BARREL ROLL 150M (2 PER PACK)	192		
12	SCISSORS 6.5" 163MM (2 IN EACH PACKET)	40		
13	STAPLER SET 3 PIECE	1		
14	SHORT BREAD BISCUIT 200G (12 IN EACH PACK)	48		
15	COCONUT BISCUITS 200G (12 IN EACH PACKET)	48		
16	PRESTIK 100G	60		
17	PLASTIC FILING POCKETS WITH 50 SLEEVES - A4 (10 IN EACH PACKET)	20		
18	12 CAN SOFT DRINK COOLER	8		
19	FULL CREAM UHT MILK 1L (6 IN EACH PACK)	500		
20	LOW FAT UHT MILK 1L (6 IN EACH PACK)	320		

NO	ITEM DESCRIPTION	QTY	PER UNIT/PACK PRICE	TOTAL PRICE (EXCLUDING VAT)
21	COLA SOFT DRINK BOTTLE 300ML (24 PER CASE)	48		
22	LEMONADE OR ORANGE FLAVOURED SOFTDRINK IN 300ML CAN (24 PER CASE)	48		
23	42L BAR FRIDGE STAINLESS STEEL	2		
24	90L BAR FRIDGE STAINLESS STEEL	2		
25	THICK BLEACH 750ML VARIOUS SCENTS (20 PER PACKET)	600		
26	LONG LASTING BATTERIES AA (4 IN EACH PACK)	12		
27	LONG LASTING BATTERIES AA (20 IN EACH PACK)	8		
28	LONG LASTING BATTERIES AA (20IN EACH PACK)	4		
29	FLUORESCENT HIGH LIGHTERS (8 IN EACH PACK)	100		
30	GREEN TEA TAGLESS 100'S (16 PER PACKET)	4		
31	STRONG BLACK TEA TAGLESS TEABAGS 200'S (16 IN EACH PACKET)	8		
32	ROOIBOS 160'S (15 PER PACKET)	4		
33	GARBAGE BLACK REFUSE BAGS ROLL 100'S (2 IN EACH PACKET)	8		
34	GARBAGE BLACK REFUSE BAGS ROLL 20'S (3 IN EACH PACKET)	12		
35	CLING WRAP 50M X 330MM	64		
36	GOLDAIR 9 FIN SLIM OIL HEATER	12		
37	EASY SQUEEZE HONEY 500G (60 IN EACH BOX)	48		
38	TERRY DISH CLOTH (3 IN EACH PACK)	48		
39	100% RED GRAPE JUICE SODA CANS 330ML (6 PER PACK)	96		
40	AMMONIA MULTI PURPOSE CLEANING CREAM 750ML, VARIOUS SCENTS (5 IN EACH PACKET)	192		
41	BROWN SUGAR TUBES 5KG	8		
42	JACOBS GOLD 200G (6 IN EACH PACKET)	16		

NO	ITEM DESCRIPTION	QTY	PER UNIT/PACK PRICE	TOTAL PRICE (EXCLUDING VAT)
43	JACOBS KRONUNG DECAFF NIGHT & DAY 200G (6 IN EACH PACKET)	36		
44	JACOBS KRONUNG INSTANT COFFEE 200G (6 IN EACH PACKET)	24		
45	BLEACH 750ML, VARIOUS SCENTS (6 IN EACH PACKET)	48		
46	FLEXIBLE RULER 30CM	60		
47	75MM X 75MM STICK NOTE BLOCKS YELLOW (3 IN EACH PACK OF 15)	80		
48	40 X 50MM STICKY NOTE BLOCKS ASSORTED COLOURS (3 IN EACH PACK OF 15)	64		
49	MULTI PURPOSE SURFACE CLEANER AND POLISH 300ML, REGULAR	60		
50	NESCAFE CLASSIC COFFEE 200G (6 IN EACH PACKET)	72		
51	NESCAFE CLASSIC COFFEE 200G, DECAF (6 IN EACH PACKET)	72		
52	NESCAFE GOLD COFFEE JAR 200G (6 IN EACH PACKET)	72		
53	NESTLE CREMORA COFFEE & TEA CREAMER 1KG (20 IN EACH BOX)	4		
54	NOURISHING BODY MOISTURISER FOR DRY SKIN 625ML	72		
55	PARKER FINE BALLPOINT REFILL BLACK	40		
56	PARKER MEDIUM ROLLERBALL REFILL BLACK	40		
57	FRIXION LINK, RUBBER GRIP, ERASE WITH PLUG TAIL REFILLABLE CLICKER BALL PEN (BLUE)	48		
58	FRIXION LINK, RUBBER GRIP, ERASE WITH PLUG TAIL REFILLABLE CLICKER BALL PEN (BLACK)	48		
59	FRIXION LINK, RUBBER GRIP, ERASE WITH PLUG TAIL REFILLABLE CLICKER BALL PEN (RED)	48		
60	V BALL PEN GRIP 0.5MM BLACK (4 IN A PACK)	48		
61	V BALL GRIP 0.7MM BLACK (4 IN A PACK)	48		
62	V BALL RT RETRACT BLACK (4 IN A PACK)	48		
63	MAGNETICALLY CASED WHITE BOARD MARKERS IN ASSORTED COLOURS (5 IN A PACK)	12		
64	V5 HI-TECPOINT PEN BLACK (4 PACK)	3		

NO	ITEM DESCRIPTION	QTY	PER UNIT/PACK PRICE	TOTAL PRICE (EXCLUDING VAT)
65	8 WAY MULTIPLUG POWER SURGE PROTECTION	12		
66	LI-ION HLD-180 HANDYLINE DRILL 18V	4		
67	32L ELECTRONIC MICROWAVE SILVER	4		
68	BROWN SUGAR 2KG (10 IN EACH PACK)	36		
69	WHITE SUGAR 2.5KG (10 IN EACH PACK)	24		
70	SOFT 2 PLY TOILET ROLLS (48 IN EACH PACKET)	144		
71	STAEDTLER TRADITION HB PENCIL (12 IN EACH PACK)	8		
72	SUNLIGHT DISHWASH LIQUID 1.5LT (8 IN EACH PACKET)	48		
73	TRULEM LEMON JUICE 500ML (6 PER PACKET)	16		
74	VACUUM AIRPOT STAINLESS STEEL 3L	12		
75	SPARKLING SPRING WATER 330ML (PACK OF 24)	180		
76	WIRELESS DOOR BELL	4		
	TOTAL			
	VAT			
	TOTAL INCLUDING VAT			

Item	Description			Amount
1	Delivery fee per trip (*72 Trips estimated for total price)	72		
2	Delivery error fee per trip (*4 Trips estimated for total price)	4		
	Total VAT			
	Total Including VAT			