

ALERT STATIONERS
7 High View Close
East London
5252
ZAF



Telephone +2712 622 9500

Delivery date: 6/2/2026

Delivery address
WC Provincial Office
Waterside Office Park
Tyger Waterfront
Carl Cronje Drive
Belville
Bellville
ZAF

Purchase order

Purchase requisition 001714
Number **PO-20097119-1**
Date 2026/06/02
Delivery terms

Quantity	Description	Unit Price	Amount
10	A4 Copy Paper (Box) - STATIONERY STATIONERY	379,5	R3,795.00
30	A4 Hardcover Notebooks - STATIONERY STATIONERY	23	R690.00
5	Binder Clips (Assorted Sizes, Pack of 12) - STATIONERY STATIONERY	41,4	R207.00
15	Buff tape 48mm x 50m - STATIONERY STATIONERY	13,8	R207.00
15	Clutch Pencils (0.5mm or 0.7mm) - STATIONERY STATIONERY	11,5	R172.50
15	Desk pad Calendar (A3) - STATIONERY STATIONERY	57,5	R862.50
14	Document Trays (Plastic Stackable) - STATIONERY STATIONERY	46	R644.00
2	Extension Cords (Multi-plug, 2m) - STATIONERY STATIONERY	115	R230.00
30	FILE dividers (pack) - STATIONERY STATIONERY	11,5	R345.00
15	Highlighters (Assorted 4-pack) - STATIONERY STATIONERY	23	R345.00
15			

Quantity	Description	Unit Price	Amount
15	Laptop Stand (Adjustable) - STATIONERY STATIONERY	402,5	R6,037.50
15	Pack of Black Pens - STATIONERY STATIONERY	17,25	R258.75
15	Pack of Colour Pens - STATIONERY STATIONERY	46	R690.00
5	Pins (Thumb Tacks / Drawing Pins) - STATIONERY STATIONERY	11,5	R57.50
7	Pritt – (Glue Stick) Similar quality - STATIONERY STATIONERY	23	R161.00
15	Punch (2-hole) - STATIONERY STATIONERY	57,5	R862.50
15	Scissors (Office Grade) - STATIONERY STATIONERY	13,8	R207.00
5	Screen cleaner (LCD Laptop displays) - STATIONERY STATIONERY	115	R575.00
15	Sharp Calculator 8 Digit - STATIONERY STATIONERY	69	R1,035.00
1	Smart meeting recorder - STATIONERY STATIONERY	460	R460.00
6	Stapler Pins (Box of 1000) - STATIONERY STATIONERY	13,8	R82.80
15	Staplers (Medium) - STATIONERY STATIONERY	57,5	R862.50
15	Sticky Notes (Assorted Sizes) - STATIONERY STATIONERY	6,9	R103.50
2	Switched 4-way Multiplug with 2m Cord and 1x Type-C and 1x U - STATIONERY STATIONERY	345	R690.00
4	Whiteboard Markers (Pack of 4) - STATIONERY STATIONERY	23	R92.00
		Total	R19,673.05
		VAT	R0.00
		Grand Total	R19,673.05

Please note:

* Please quote W&RSETA Purchase Order Number on the Invoice(s) to expedite payment

* All goods or services purchased will be subject to W&RSETA General Conditions of Contract, copy available on request and from www.wrseta.org.za

* All prices quoted shall be inclusive of Value Added Tax (VAT) at 15%

* Prices quoted must include delivery charges where applicable and goods must be delivered to the address indicated

* All Invoices shall be paid 30 days from date of statement

* Invoices shall be addressed to the W&RSETA and not individuals

* The supplier shall bear all liability for goods during transportation

* All Invoices should reflect the full details of your entity i.e. Registered & trading names, registration numbers, directors and members.

* All Invoices must be submitted directly to the Finance Department at W&RSETA Head Office.

Board: Reggie Sibiya (Chairperson), Zinhle Tyikwe, Sibusiso Busane, Thandeka Ntshangase, Themba Mthembu, Silimandlela Mzimaseki, Lerato Mokhitli, David Makua, Lucas Ramathodi, Ross Rayners, Margaret Bango, Nonkululeko Bogopa, Zibhelezihle Sokabo, Sebe Rasebitse.

	Name	Job Title	Date	Email address
Compiled by	Clerence Shikwane	Procurement Administrator	2026/06/02	CShikwane@wrseta.org.za
Contact details	Telephone number	012 663 9585	Compiled by signature	
			Approval manager signature	
Approved by	Mpho Mofokeng	SCM Manager	2026/06/02 15:46:44	

Please note:

- * Please quote W&RSETA Purchase Order Number on the Invoice(s) to expedite payment
- * All goods or services purchased will be subject to W&RSETA General Conditions of Contract, copy available on request and from www.wrseta.org.za
- * All prices quoted shall be inclusive of Value Added Tax (VAT) at 15%
- * Prices quoted must include delivery charges where applicable and goods must be delivered to the address indicated
- * All Invoices shall be paid 30 days from date of statement
- * Invoices shall be addressed to the W&RSETA and not individuals
- * The supplier shall bear all liability for goods during transportation
- * All Invoices should reflect the full details of your entity i.e. Registered & trading names, registration numbers, directors and members.
- * All Invoices must be submitted directly to the Finance Department at W&RSETA Head Office.

Board: Reggie Sibiya (Chairperson), Zinhle Tyikwe, Sibusiso Busane, Thandeka Ntshangase, Themba Mthembu, Silimandlela Mzimaseki, Lerato Mokhitli, David Makua, Lucas Ramathodi, Ross Rayners, Margaret Bango, Nonkululeko Bogopa, Zibhelezihle Sokabo, Sebe Rasebitse.