

OFFICE SUPPLIES AND CONSUMABLES

Note: The office consumables will be replenished as and when required.

NO	ITEM DESCRIPTION	QUANTITY	PRICE (EXCLUDING VAT)	TOTAL PRICE
1	A4 FILE DIVIDERS 10 TAB PAPER BOARD	50		
2	A4 LEVER ARCH FILES ASSORTED (8 IN ONE PACKET)	6		
3	RIGID 6 LEVER ARCH FILE STORAGE BOX	18		
4	BUCKET WITH SPOUT - 12L	4		
5	TELESCOPIC WINDOW CLEANER 1.2M	3		
6	AIR FRESHNER WITH FRAGRANCE 280ML (6 IN EACH PACKET)	10		
7	UTILITY FIRE LIGHTER (2 IN EACH PACK)	1		
8	A4 EXAM PAD 100 PAGES (10 IN EACH PACK)	12		
9	HIGHLIGHTER FOUR ASSORTED COLOURS (12 IN EACH PACK)	60		
10	PLASTIC LRG HIGH SPEC DESSERT SPOON (50 IN EACH PACK) IN WHITE	4		
11	PAPER HAND TOWEL REFLEX BARREL ROLL 150M (2 PER PACK)	48		
12	SCISSORS 6.5" 163MM (2 IN EACH PACKET)	10		
13	STAPLER SET 3 PIECE	0		
14	SHORT BREAD BISCUIT 200G (12 IN EACH PACK)	12		
15	COCONUT BISCUITS 200G (12 IN EACH PACKET)	12		
16	PRESTIK 100G	15		
17	PLASTIC FILING POCKETS WITH 50 SLEEVES - A4 (10 IN EACH PACKET)	5		
18	12 CAN SOFT DRINK COOLER	2		
19	FULL CREAM UHT MILK 1L (6 IN EACH PACK)	125		
20	LOW FAT UHT MILK 1L (6 IN EACH PACK)	80		
21	COLA SOFT DRINK BOTTLE 300ML (24 PER CASE)	12		
22	LEMONADE OR ORANGE FLAVOURED SOFTDRINK IN 300ML CAN (24 PER CASE)	12		
23	42L BAR FRIDGE STAINLESS STEEL	6		
24	THICK BLEACH 750ML VARIOUS SCENTS (20 PER PACKET)	150		
25	LONG LASTING BATTERIES AA (4 IN EACH PACK)	3		
26	LONG LASTING BATTERIES AA (20 IN EACH PACK)	2		
27	LONG LASTING BATTERIES AA (20IN EACH PACK)	1		
28	FLUORESCENT HIGH LIGHTERS (8 IN EACH PACK)	25		
29	GREEN TEA TAGLESS 100'S (16 PER PACKET)	1		
30	STRONG BLACK TEA TAGLESS TEABAGS 200'S (16 IN EACH PACKET)	2		
31	ROOIBOS 160'S (15 PER PACKET)	1		

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32	GARBAGE BLACK REFUSE BAGS ROLL 100'S (2 IN EACH PACKET)	2		
33	GARBAGE BLACK REFUSE BAGS ROLL 20'S (3 IN EACH PACKET)	3		
34	CLING WRAP 50M X 330MM	16		
35	GOLDAIR 9 FIN SLIM OIL HEATER	3		
36	EASY SQUEEZE HONEY 500G (60 IN EACH BOX)	12		
37	TERRY DISH CLOTH (3 IN EACH PACK)	12		
38	100% RED GRAPE JUICE SODA CANS 330ML (6 PER PACK)	24		
39	AMMONIA MULTI PURPOSE CLEANING CREAM 750ML, VARIOUS SCENTS (5 IN EACH PACKET)	48		
40	BROWN SUGAR TUBES 5KG	2		
41	JACOBS GOLD 200G (6 IN EACH PACKET)	4		
42	JACOBS KRONUNG DECAFF NIGHT & DAY 200G (6 IN EACH PACKET)	9		
43	JACOBS KRONUNG INSTANT COFFEE 200G (6 IN EACH PACKET)	6		
44	BLEACH 750ML, VARIOUS SCENTS (6 IN EACH PACKET)	12		
45	FLEXIBLE RULER 30CM	15		
46	75MM X 75MM STICK NOTE BLOCKS YELLOW (3 IN EACH PACK OF 15)	20		
47	40 X 50MM STICKY NOTE BLOCKS ASSORTED COLOURS (3 IN EACH PACK OF 15)	16		
48	MULTI PURPOSE SURFACE CLEANER AND POLISH 300ML, REGULAR	15		
49	NESCAFE CLASSIC COFFEE 200G (6 IN EACH PACKET)	18		
50	NESCAFE CLASSIC COFFEE 200G, DECAF (6 IN EACH PACKET)	18		
51	NESCAFE GOLD COFFEE JAR 200G (6 IN EACH PACKET)	18		
52	NESTLE CREMORA COFFEE & TEA CREAMER 1KG (20 IN EACH BOX)	1		
53	NOURISHING BODY MOISTURISER FOR DRY SKIN 625ML	18		
54	PARKER FINE BALLPOINT REFILL BLACK	10		
55	PARKER MEDIUM ROLLERBALL REFILL BLACK	10		
56	FRIXION LINK, RUBBER GRIP, ERASE WITH PLUG TAIL REFILLABLE CLICKER BALL PEN (BLUE)	12		
57	FRIXION LINK, RUBBER GRIP, ERASE WITH PLUG TAIL REFILLABLE CLICKER BALL PEN (BLACK)	12		
58	FRIXION LINK, RUBBER GRIP, ERASE WITH PLUG TAIL REFILLABLE CLICKER BALL PEN (RED)	12		
59	V BALL PEN GRIP 0.5MM BLACK (4 IN A PACK)	12		
60	V BALL GRIP 0.7MM BLACK (4 IN A PACK)	12		
61	V BALL RT RETRACT BLACK (4 IN A PACK)	12		
62	MAGNETICALLY CASED WHITE BOARD MARKERS IN ASSORTED COLOURS (5 IN A PACK)	3		
63	V5 HI-TECPOINT PEN BLACK (4 PACK)	0		
64	8 WAY MULTIPLUG POWER SURGE PROTECTION	3		

NO	ITEM DESCRIPTION	QUANTITY	PRICE (EXCLUDING VAT)	TOTAL PRICE
65	LI-ION HLD-180 HANDYLINE DRILL 18V	1		
66	32L ELECTRONIC MICROWAVE SILVER	1		
67	BROWN SUGAR 2KG (10 IN EACH PACK)	9		
68	WHITE SUGAR 2.5KG (10 IN EACH PACK)	6		
69	SOFT 2 PLY TOILET ROLLS (48 IN EACH PACKET)	36		
70	STAEDTLER TRADITION HB PENCIL (12 IN EACH PACK)	2		
71	SUNLIGHT DISHWASH LIQUID 1.5LT (8 IN EACH PACKET)	12		
72	TRULEM LEMON JUICE 500ML (6 PER PACKET)	4		
73	VACUUM AIRPOT STAINLESS STEEL 3L	3		
74	SPARKLING SPRING WATER 330ML (PACK OF 24)	45		
75	WIRELESS DOOR BELL	2		
	TOTAL			
	VAT			
	TOTAL INCLUDING VAT			

Item	Decription	Quantity	Rate (EXCLUDING VAT)	Amount
1	Delivery fee per trip	24		
2	Delivery error fee per trip	No charge		
	Total VAT			
	Total Including VAT			