

Please give as much information as possible on the item - it assist in the comparison of the quotes as well as the evaluation

	ITEM DESCRIPTION:	Qty	Brand / Model	Country of origin	Size	Material (wood, plastic, glass, aluminum, etc.)	Capacity	Guarantee (if any)	Colour	Price per item	TOTAL PRICE IN RSA CURRENCY <small>*(all applicable taxes incl)</small>
4.9	Acetate cover page /100pk	1									
4.10	Filing pocket, 100 per box, similar to bantex bags	1									
4.11	Binding Board /100pk	1									
4.12	Black Pens, medium writing, box	1									
4.13	Board pins, box of 100	1									
4.14	Coloured board A4 100/pkt, 160	1									
4.15	Brown folders (100 units) per pack	1									
4.16	Brown paper, Mandini brown roll	1									
4.17	Chalkboard duster	1									
4.18	Chalk, white, dust free per box/100	1									
4.19	Colour paper A4, 80 gsm ream	1									
4.20	Colour Pencils pkt 12	1									
4.21	Copy paper, 80gsm, box with 4 reams, similar to rotatrim	1									
4.22	Cube refills	1									
4.23	Decifix, roll of 2 m	1									
4.24	Document wallets, PVC	1									
4.25	Document wallets C/Board 240 X 380mm	1									
4.26	Correction fluid (similar to tippex pen)	1									
4.27	Envelopes, A4 Brown 100/box	1									

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4.28	Envelopes, A4 White 100/box	1									
4.29	Envelopes, A4 Brown 100/box	1									
4.30	Envelopes, A4 White 100/box	1									
4.31	Erasers, singles	1									
4.32	Exam fly paper, box	1									
4.33	Exam pad, 100 pages	1									
4.34	File dividers, A - Z, PVC	1									
4.35	File dividers, Jan - Dec, PVC	1									
4.36	File dividers, nr 1-10, C/board	1									
4.37	File fasteners (40 per pack)	1									
4.38	Flip File ,20pg, A4	1									
4.39	Fold over files- Brown	1									
4.40	Fold over files- Coloured	1									
4.41	Fold over files three fold	1									
4.42	Glue Sticks (36g)	1									
4.43	Hard cover book, A4, 96 pages	1									
4.44	Highlighters	1									
4.45	Laminating pouch, A3	1									
4.46	Laminating pouch, A4	1									

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4.47	Lever arch file lables, /packet	1									
4.48	Paper clips, box of 100 units (33mm)	1									
4.49	Paper clips, box of 40 units (78mm)	1									
4.40	Pen, transparency, non-permanent	1									
4.41	Pen, transparency, permanent	1									
4.42	Pencil, HB, singles	1									
4.43	Permanet marker, black Similar to Artline 70	1									
4.44	Petty Cash Vouchers	1									
4.45	Pop-up Flags	1									
4.46	Prestik	1									
4.47	Punch, Office use, 40 sheets	1									
4.48	20mm Binding rings	1									
4.49	Rubber bands, No 38, pack of 100	1									
4.60	Ruler, 30cm	1									
4.61	Scissor, office use	1									
4.62	Sellotape tape - brown, 40 mm roll	1									
4.63	Sellotape tape - transparent, 12 mm roll	1									
4.64	Sellotape tape - transparent, 40 mm roll	1									
4.65	Sharpeners, steel, singles	1									

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4.66	Slide binders, 14 pages	1									
4.67	Stamp pad ink (30ml bottle) water based	1									
4.68	Stamp pad ink (30ml bottle) oil based	1									
4.69	Stapels nr 4	1									
4.70	Stapels nr 46	1									
4.71	Stapler, Office use, 40 sheets	1									
4.72	Staple remover, Office use	1									
4.73	Sticky note paper, 76x76mm, similar to hopax	1									
4.74	Whiteboard duster, magnetic	1									
4.75	Whiteboard pen - Black, box of 12	1									
4.76	10mm Binding rings	1									
										AMOUNT	
										VAT:	
										GRAND TOTAL	

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