

Ref No: 740.17.5 Specification List **Page** 1 of 5 **Approved by:** Council **Issue Date**: 12/03/2015



SPECIF	ICAT	ION I	1P07	7124	l Stat
			. 1 1 1 1 1 1	14	rOlal

PROJECT: Supply stationery and paper to the VENUE: All campuses

Vendor number

• ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

Service provider name and/or stamp

- OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF BID
- IN CASES WHERE DIFFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE SPECIFICATION LIST MUST BE SUBMITTED FOR EACH DELIVERY POINT
- If the offer does not comply with the specifications, clearly indicate deviations

	TAKE NOTE	Confirm by circling			
1	Items must be available within 3 working days	YES	NO		
2	Delivery charges to Sasolburg	R/km			
	Enter minimum qty of items and/or R-value needed before a delivery can be made	R-	QTY		

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 *(all applicable taxes incl)
4.1	A1 Flip chart	1									
4.2	A3 paper (box of 4 reams)	1									
4.3	A4 lever arch files, C/Board	1									
4.4	A4 lever arch files, PVC	1									
4.5	A4 Quotation file	1									
4.6	AA batteries, pack of 4 (similar to duracell)	1									
4.7	AAA batteries, pack of 4 (similar to duracell)	1									
4.8	Accessible files	1								_	

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

Please give as much information as possible on the item - it assist in the comparison of the quotes as well as the evaluation Material (wood, TOTAL PRICE IN Country of Guarantee ITEM DESCRIPTION: Qty Brand / Model Size plastic, glass, Capacity Colour Price per item **RSA CURRENCY** origin (if any) aluminum, etc.) *(all applicable taxes incl) 4.28 Envelopes, A4 White 100/box 4.29 Envelopes, A4 Brown 100/box 4.30 Envelopes, A4 White 100/box 4.31 Erasers, singles 4.32 Exam fly paper, box 4.33 Exam pad, 100 pages 4.34 File dividers, A - Z, PVC 4.35 File dividers, Jan - Dec, PVC 4.36 File dividers, nr 1-10, C/board 4.37 File fasteners (40 per pack) 4.38 Flip File ,20pg, A4 4.39 Fold over files- Brown 4.40 Fold over files- Coloured 4.41 Fold over files three fold 4.42 Glue Sticks (36g) 4.43 Hard cover book, A4, 96 pages 4.44 Highlighters 4.45 Laminating pouch, A3 4.46 Laminating pouch, A4 "all applicable taxes" includes value-added tax, pay as you earn,

Please give as much information as possible on the item - it assist in the comparison of the quotes as well as the evaluation Material (wood, TOTAL PRICE IN Country of Guarantee ITEM DESCRIPTION: Qty Brand / Model Size plastic, glass, Capacity Colour Price per item RSA CURRENCY origin (if any) aluminum, etc.) *(all applicable taxes incl) 4.47 Lever arch file lables, /packet 4.48 Paper clips, box of 100 units (33mm) 4.49 Paper clips, box of 40 units (78mm) 4.40 Pen, transparency, nonpermanent 4.41 Pen, transparency, permanent 4.42 Pencil, HB, singles 4.43 Permanet marker, black Similar to Artline 70 4.44 Petty Cash Vouchers 4.45 Pop-up Flags 4.46 Prestik 4.47 Punch, Office use, 40 sheets 4.48 20mm Binding rings 4.49 Rubber bands, No 38, pack of 100 4.60 Ruler, 30cm 4.61 Scissor, office use 4.62 Sellotape tape - brown, 40 mm 4.63 Sellotape tape - transparent, 12 mm roll 4.64 Sellotape tape - transparent, 40 mm roll 4.65 Sharpeners, steel, singles "all applicable taxes" includes value-added tax, pay as you earn,

			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 *(all applicable taxes incl)
1.66	Slide binders, 14 pages	1									
1.67	Stamp pad ink (30ml bottle) water based	1									
1.68	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									
1.73	Sticky note paper, 76x76mm, similar to hopax	1									
1.74	Whiteboard duster, magnetic	1									
4.75	Whiteboard pen - Black, box of 12	1									
4.76	10mm Binding rings	1									
							•			AMOUNT	
		GRAND TO					GRAND TOTAL				

^{* &}quot;all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skill development levies