



APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY AND DELIVERY OF OFFICE
STATIONERY FOR A PERIOD OF 36 MONTHS (AS AND WHEN REQUIRED)

NKANGALA DISTRICT MUNICIPALITY



**APPOINTMENT OF A PANEL OF SERVICE PROVIDERS FOR THE SUPPLY
AND DELIVERY OF OFFICE STATIONERY FOR A PERIOD OF 36 MONTHS
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SCOPE OF WORK

Nkangala District Municipality hereby invites quotations from suitably qualified service provider for the appointment of service providers to supply and deliver office stationery for Nkangala District Municipality

The scope of work will entail: Supply and deliver office stationery for Nkangala District Municipality as follows:

NO	ITEM	DESCRIPTION	QUANTITY
1	Punch	Kangaro DP800 or Equivalent	
2	Punch	Kangaro DP720 or Equivalent	
3	Punch	Kangaro Heavy Duty 1620 or Equivalent	
4	Stapler	Bantex 9343 or Equivalent	
5	Stapler	Kangaro Heavy Duty KW trio 50LB or equivalent	
6	Calculator	Sharp EL231L or Equivalent	
7	CD-R	Verbatim or Equivalent	
8	CD-WR	Verbatim or Equivalent	
9	DVD-R	Verbatim or Equivalent	
10	Board Containers	Optiplan 285 A4 Reorder reference 520127 or Equivalent	
11	DC-Fix	Clear Adhesive film (450 mm x 10m)	
12	Document wallets	PVC A4 with clip	
13	Document wallets	Donau with front flap – board A4 or equivalent	
14	Hardcover books	A4 2 quire 192 pages	
15	Hardcover books	A5 2 quire 192 pages	
16	Glue	Pritt 25g or equivalent	
17	Folders	A3	
18	Envelopes	A4 Manilla self-seal	



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19	Envelopes	A3 Manilla self-seal	
20	Envelopes	Manilla window 110 x 220mm self-seal	
21	Envelopes	White without window 110 x 220mm self-seal	
22	Envelopes	White A5 Self-seal	
23	Files	Optiplan 410 Medium weight without clip – product code: 44250 or equivalent	
24	Files	Optiplan 430 Medium weight with clip – product code: 520108 or equivalent	
25	Files	Lever Arch A4 2-ring Board 70mm	
26	Files	Lever Arch A4 2-ring Board 40mm	
27	Files	Lever Arch A4 2-ring PVC 40mm	
28	Files	2-Ring A4 PVC 25mm	
29	Pens	Bic Clear Blue or Equivalent	
30	Pens	Bic Clear Red or Equivalent	
31	Pens	Bic Clear Black or Equivalent	
32	Pens	Pentel Superb BK77 or Equivalent	
33	Pens	Pilot V5 Hi-Tecpoint BX or Equivalent	
34	Pencil	HB pencil or Equivalent	
35	Fold-back clips	19mm	
36	Fold-back clips	32mm	
37	Fold-back clips	41mm	
38	Fold-back clips	51mm	
39	Dust covers for arch-lever files	A4 Board	
40	Trays	Bantex Vision 3-tier or Equivalent	
41	Paper clips	33mm Plastic coated	
42	Paper clips	50mm Plastic coated	
43	Clipboard	A4 Masonite	
44	Post it note	38 x 50mm	
45	Post it note	76 x 76mm	
46	Pop-up flags	Assorted colours 45 x12mm	
47	Ibico binders	ROUND 28mm	
48	Ibico binders	ROUND 25mm	
49	Ibico binders	ROUND 19mm	
50	Ibico binders	ROUND 16mm	
51	Ibico binders	ROUND 12mm	
52	Ibico binders	ROUND 10mm	
53	Sharpeners	Metal single hole	
54	Rubber bands	100g Size 38	
55	Finger cones / Fingerettes	Fingerettes Rubber size 3	



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56	Erasers	Staedtler tradition or Equivalent	
57	Plastic Key rings	Medium	
58	Desk / memo cube refills	White	
59	Desk / memo cube	Black	
60	Pencil holder	Black	
61	Spike file	Plastic	
62	Correction pens	Pentel extra fine point 4.2ml ZL72-W or Equivalent	
63	CD-envelopes	126 x 126mm Verbatim 50 per pack or Equivalent	
64	Desk drawer filing system	6 Drawers	
65	File Fasteners	Metal 80mm 50 sets per box	
66	Flip files	50 Pockets	
67	Plastic filing pockets	A4 100 per pack	
68	File dividers	Pvc A4 A – Z	
69	File dividers	Pvc A4 1 – 30	
70	Address/mailing labels	Tower White 100 sheets per box 37x70mm 24 per A4 sheet	
71	Batteries	Duracell AA or Equivalent	
72	Batteries	Duracell AAA or Equivalent	
73	Copy Holder	Nifty or equivalent	
74	Exam Pads	40 Pages punched	
75	Prestik	25g	
76	Double sided tape	48 x 33mm	
77	Sellotape	Transparent 48 x 66mm	
78	Scissors	Medium scissor	
79	Ruler	30cm Plastic clear	
80	Permanent markers	Artline 700 Black or Equivalent	
81	Permanent markers	Artline 700 Red or Equivalent	
82	Whiteboard marker	Penflex Black or Equivalent	
83	Whiteboard marker	Penflex Red or Equivalent	
84	Endorsing Ink	Ink Black (30 ml)	
85	Hi-liters	Assorted colours	
86	Staples	Rexel no 56 26/6 5000 staples or Equivalent	
87	Staples	Rexel Odyssey x2500 or Equivalent	
88	Staples	Kangaroo 23/15-H 1000 staples or Equivalent	
89	Ring-reinforcements	Tower	
90	Flip Chart	Flip Chart Stand	
91	Staple removers	Kangaro staple pin remover or Equivalent	
92	Project boards	White A4 160gsm 100 per pack	
93	Frosted sheets	A4 Clear 100 per pack	
94	USB's	8GB	



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95	Shorthand Notebooks	50 Pages	
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