

## REQUEST FOR QUOTATIONS:

<b>Quotation Number:</b>	<b>RFQ202003/001</b>
<b>Description:</b>	<b>SUPPLY AND DELIVER STATIONERY AT HERBERT BICKLEY WWTW</b>
<b>Bid Closing Date:</b>	11 March 2020 @12pm
<b>Compulsory Briefing Session:</b>	N/A
<b>Plant Addresses:</b>	<b>Plot 14, Maraisdrift, Nigel</b>
<b>Contact Person</b>	Thando Malinga
<b>Contact Number</b>	081 219 9198
<b>Validity period</b>	3 Days

1. 2X Stapler
2. 2X Puncher
3. 50X A4 Plain file dividers
4. 50X A4 Alphabet file dividers
5. 50X A4 Monthly file dividers
6. 50X A4 Numbers file dividers
7. 20X medium paper clip(Boxes)
8. 20X sign here sticky notes
9. 12X A4 Hard cover book 2Q(192p)
10. 60X A4 Polyprop Lever Arch files (20 Blue ,20 Green and 20 Maroon)
11. 100X A4 Suspension file
12. 100X A4 Envelopes
13. 100X A3 Envelopes
14. 10X Post it mini-flags (11.9x43.2) mm
15. 2 X Laptop bag (leather)
16. 2 X External hard drives 2tb
17. 10X USB 16gig
18. 2 X Typek A4 Office Copy Paper Blue Box (5x500)
19. 7 X Typek A4 Office Copy Paper White Box (5x500)
20. 3 X Typek A3 Office Copy Paper White Box (5x500)
21. 4X Bic Black Pens (60's)
22. 2X Bic Blue Pens (60's)
23. 20X Non- Permanent Makers
24. 10X correction pens
25. 8x white board cleaner
26. 10X Tipex
27. Plastic Binding Combs (Pack 25's)
28. Large Binder Clips (Pack 12's) 41mm

29. 1 X 10m and 1X 20m Electrical extension cable
30. 2X 4way Multi-Plug
31. 10 X 30 cm Ruler
32. 10 X Pentel Clutch pencil (0.5mm)
33. 10 X Pencil Leads 0.5mm (Pack)
34. 4 x Casio FX82ZA Calculator