

STATIONERY LIST MUNICIPAL MANAGER'S OFFICE

ITEM	DESCRIPTION	QUANTITY
1. White boards	Magnetic white board 900mm x 600mm	2
2. Laminating machine	Rexel A4 laminator	1
3. USB	8GB or 16GB	6
4. Stackable desk trays	3 tier letter trays	1 set
5. Auto numbering machine	KW Trio 8-wheel numbering machine	1
6. Black ink & replacement pad	Black ink & ink pad for numbering machine	1
7. Hard cover notebooks – A4	A4 Croxley 2 quire feint & margin	50
8. Hard cover notebooks – A5	A5 Croxley notebooks	15
9. Giant/heavy duty stapler	Rexel Giant stapler	2
10. Heavy duty punch	Rexel P265 punch or Kanex (65 sheets)	2
11. Stapler	Bantex B9343 or Rexel Aquarius stapler	8
12. Punch	Rexel V220 punch	8
13. Bantex Vision Wall Organiser	Bantex Vision Wall Organiser (A4)	2
14. Flat staple remover	Any brand	3
15. Claw staple remover	Claw staple remover	8
16. Giant staples box of 500	No. 66 /14	2
17. Medium staples	26/6 box of 5000	8
18. A3 envelopes	A3 brown envelopes	3 boxes
19. A4 envelopes	A4 envelopes	3 boxes
20. A3 papers	Typek A3 paper reams	2 boxes
21. Medium scissors		8
22. Large scissors		8
23. White board markers	Black white board markers	8 packs
24. White board markers	Assorted colours	8 packs
25. Highlighters	Stabilo	8 packs
26. Correction pens	Tippex	8
27. Prestik	Bostik Prestik	8
28. Glue sticks	Pritt 43g glue sticks	8
29. Decifix rolls	Self-adhesive cover 45 mm X 10m	8
30. Plastic pockets	100 pieces	8
31. File dividers	Assorted colours – file dividers (Jan – Dec)	12
32. File dividers	Assorted colours – file dividers (1 - 10)	12
33. File dividers	Assorted colours – file dividers (A - Z)	12
34. Folder files	Red, green & yellow (100 each)	1 box each
35. Sign here flags	45 x 12mm assorted colours	12 packs
36. Post it sticky notes	Post it sticky notes assorted colours 400 sheets	3 packs
37. Paper clips	100 pieces (78mm) assorted colours	10 boxes
38. Paper clips	100 pieces (33mm) assorted colours	10 boxes
39. File fasteners	80mm	5 boxes
40. Display binders clear	A4 clear	1 box
41. Fold back binders	12 pieces x 10 (51mm, 32 mm & 19mm)	2 boxes each
42. Laminating pouches	100 pieces A4	4 packs
43. Pentel Energel pens	Black Pentel Energel 0,5mm needle tip	20
44. Pilot FriXion pen	Frixion Ball Pen 0.7mm	1 box
45. Black pens	Write black ink pens (gel)	4 boxes
46. Parrot push pins	Parrot push pins(thumb tacks)	2 boxes
47. Board folders	Pastel colours	1 box
48. Clutch pencils	Techni-click clutch pencils	1 box
49. Pencil lead	0.5mm leads	5
50. Calculator	Sharp 8 digit calculator	1