

EMALAHLENI LOCAL MUNICIPALITY



REQUEST MEMO FORM (SCM EXTENTIONS.6503/596/502/484/596)

USER DIRECTORATE: Technical Services.....DATE:

DIRECTORATE VOTE: 011210000218.....AVAIL. AMOUNT:.....

Description / Specification	Quantity
Supply and Deliver Office stationery	
- Cellotape (19mm x 25mm desk) Scotch, Clear	2
- Glue Stick (extra-large 40g), Pritt, Clear	2
- Primeline A4 (Hardcover 3 Quire) Lined Black	6
- File Dividers jan-dec A4 PVC A4 Multi-colour	1 Box
- Punchers Heavy Duty KangaroBlack	1
- Rexel 210 stapler Rexel- Easy Staple Blue, Grey, Black	2
- Giant Staples, Rexel (2500), Any	2
- Self-adhesive- Sign here pop up flags, Stick 'n pink, green, yellow, Black	2 boxes
- Filling pockets A4 Multi- punched, any, Clear	1 box
- Pens Pilot v ball grip Black	2 boxes
- Hi-lighter Penflex Green, Orange, Pink, Blue	4
- Trays (in and out) Any 4 Cream	4
- USB 68 G Any Any	4
- Premium Chrome Staple remover Bostich Metal	2
- 160gsm straight cut folders green PVC Any Green	2
- Ruler (30 cm) plastic Staedtler Green, Blue, Pink	2
- Scissors -Black 210mm Trefoil or Staedtler Black	2
- Self-adhesive film A4 Any Clear	5
- Scientific Calculator (New Generation) Casio FX-991ZA Plus, Grey	1
- Clip hard board A4 Any Brown	3
- Prestic 120g Bostick Any	4
- Paper binders 51mm Any Any	2 boxes
- Binder Clips 51mm Any Any	2 boxes
- Giant gem clips 50mm Any Any	2 boxes
- Staplers rexel 210 Rexel Any	2
- Metal Stapler Heavy Duty Scripto Any	1
- Clutch Pencils Techniclick PD105T 0,5mm	10
- Aluminium Scale ruler Any Aluminium	2