



NC PanSALB STATIONERY, CLEANING MATERIALS, REFRESHMENTS, CROCKERY AND CUTLERY REQUEST LIST

STATIONERY

1.	Pantel-Superb BK 77 Black Pens	8 boxes
2.	Pencils	4 boxes
3.	Pentel – Correction Pen	20
4.	Highlighters – 6 pack	12
5.	PrimeLine – Punch	4
6.	Croxley Desk Refill White Paper – 100 pieces	10
7.	PrimeLine Po-up Page Marker	40
8.	Post-it Noen Notes	20
9.	PrimeLine – Paper Clips – SL & Giant	12
10.	Staple Remover	5
11.	Staples	12
12.	White Printing Papers – A4 -500 Sheets	20 boxes
13.	Green, Pink & Yellow printing papers	2 boxes
14.	White & yellow Board papers – 100 sheets	2 each
15.	A4 Envelopes	2 boxes
16.	Telephone messages book	3 books
17.	Whiteboards (Office Planning)	5
18.	Desk Sharpener	4
19.	Pritt	12
20.	Prestik	12
21.	Croxley – Board Dividers	20 packs

22.	Suspension Files	3 packs
23.	Masonite Clipboard	2
24.	Counter Books A4 192 pages	12
25.	Examination pads	12
26.	PanSALB Stamp	2
27.	Packaging tape	10
28.	Binding covers – clear sheet	100
29.	Binding elements 10, 16 & 20 mm	1 box each
30.	8 ways adaptor	4
31.	Extension codes 5m	3
32.	Laminating machine	1
33.	Flip Chart Papers	2
34.	Heavyweight A4 files	2 boxes
CLEANING MATERIALS		
35.	Sunlight dishwashing liquid 750ml	15
36.	Domestos 750ml	15
37.	Handy Andy 750ml	10
38.	Window cleaner 750ml	10
39.	Long Window cleaner stick	2
39.	Furniture polish 300ml	20
40.	Air Fresheners	10
41.	Duck Toilet Sticks	20 boxes
42.	Toilet cleaning brushes	6
43.	Floor Mops	5
44.	Multipurpose Surface Cloths	12
45.	Brooms	4
46.	Dust pan	4
FRESHMENTS		
47.	Jacobs coffee	10
48.	Rooibos tea	4 packs of 80

49.	3 x Cremora milk	6
50.	Sugar sachets – brown, white, candarel sweetener	3 boxes
51.	Five roses	2 x packs of 80
52.	Serviettes pack of 10	4
53.	Biscuits	5
CROCKERY & CUTLERY		
54.	Coffee Mugs	10
55.	Glasses	10
55.	Porcelain Saucers	10
56.	Coffee mugs	10
57.	Jug	2
58..	Cutlery – fork, knife, spoons, and teaspoons	12 each
59..	Tea Set	2



Ms. Mammy Williams
PanSALB NC Provincial Administrator

Date: 03 Nov 2023