

NORTH WEST OFFICE STATIONERY

Description	Qty Required
STATIONERY	
Typek (A4 White Photo copying paper)	15 Boxes
Typek (A4 Colour Photocopying papers)	5 Boxes
A4 Photocopying Hard Cover paper)	5 Reams
Staples	10 Boxes (26/6 5000 staples)
Staplers	4
Red Pens	3 Boxes
Black Pens	3 boxes
A5 Brown Envelopes (Small)	2 Box
Paper clips (Small)	10 Boxes (small & medium)
Post – it- note pads (message pads)	20 pkt
Highlighter (different colours)	4 dozens
Permanent marker (different colours)	4 dozens
Bostik (Prestik Original re-usable adhesive)	10 pkt
CLEANING MATERIAL	
Refuse bag	20 bags
Mr Min (750g)	6
Domestos (750g)	6
Jik (750)	6
Dishwasher/Sunlight liquid (750g)	6
Handy Andy (750g)	6
Tile Cleaner liquids 5ltrs	2
Toilet papers pack	5pkt x 10s
Glade Air freshner	6
Insecticides	6
GROCERY & CUTLERY	
Electric Kettle	1
Teaspoons	12

Spoons	12
Selati White Sugar (not sachets)	5kg
Selati Brown Sugar (not sachets)	5kg
Rooibos Teabags	4 boxes
Coffee (750g x 2)	2
Five Roses teabags (100)	2
Full Cream Long life Milk (pack of 6)	3
Ellis Brown Powder Milk (1kg)	3
Biscuits (choice assorted)	5 boxes
100% Juice	5
Sweets Pack (Endearmints)	5