

NORTHWEST OFFICE STATIONERY

Description	Qty Required
STATIONERY	
Typek (A4 White Photocopying 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 office use	4
Red Pens -bic click	3 Boxes of 24
Black Pens -bic click	3 boxes of 24
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 dozen
Permanent marker (different colours)	4 dozen
Bostik (Prestik Original re-usable adhesive)	10 pkt
CLEANING MATERIAL	
Refuse bag	20 bags
Mr Min (750g)	6 x2
Domestos (750g)	6 x2
Jik (750)	6
Dishwasher/Sunlight liquid (750g)	6 x2
Handy Andy (750g)	6 x2
Tile Cleaner liquids 5ltrs	2
Toilet papers pack	5pkt x 10s
Glade Air freshener	6 x 340ml
Doom	6 x 750ml
GROCERY & CUTLERY	
Electric Kettle	1
Teaspoons	12
Tablespoons	12
Selati White Sugar (not sachets)	5kg
Selati Brown Sugar (not sachets)	5kg
Rooibos Teabags	4 boxes of 80 teabags
Coffee (750g x 2) Nescafe	2
Five Roses teabags (100)	2
Full Cream Long life Milk (pack of 6)	3
Ellis Brown Powder Milk (1kg)	5
Biscuits (choice assorted)	5 boxes
100% Juice 1kg	5 boxes of 6
Sweets Pck (Endomint) 1kg	5

