

Tel : +27 12 341 9638 / 9651  
Fax : +27 12 341 5938

Private Bag X08 | Arcadia | 0007  
523 Church Street | 5<sup>th</sup> Floor | Provisus Building | Arcadia



**PanSALB**  
PAN SOUTH AFRICAN LANGUAGE BOARD

## STATIONERY, CLEANING, CROCERY & CUTLERY REQUEST FORM

No.	Item Description	Quantity	Department	Cost-center
1.	Pantel-Superb BK 77 Black Pens	8 Boxes	Western Cape Provincial Office	
2.	Pencils	8 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 Neon 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 each		
14.	White & yellow Board papers-100 sheets	2 each		
15.	A4 Envelopes	2 Boxes		
16.	Telephone Messages Book	3		
18.	Corporate Diaries A4	4		
19.	Eraser	12		
20.	Desk Sharpener	4		
21.	Pritt	12		
22.	Prestik	12		

23.	Croxley- Board Dividers	20 packs		
24.	Suspension Files	3 packs		
25.	Masonite Clipboard	4		
26.	Counter Books A4 192 Pages	12		
27.	Examination pads	12		
28.	PanSALB Stamp	2		
29.	Packaging tape	10		
31.	Binding covers- clear sheet1	100		
32.	Binging elements 10,16 & 20mm	1 box each		
33.	8 ways adaptor	4		
34.	Extension codes 5m	4		
35.	Laminating machine1	1		
36.	Paper for printing certificates	4 box		
37.	Heavyweight A4 Files	2 boxes		
<b>CROCERY &amp; CUTLERY</b>				
38.	Cups	10		
39.	Saucer	10		
40.	Coffee Mugs	15		
41.	Glasses	20		
42.	Jug	4		
43.	Cutlery- Fork, Knife, Spoons & Teaspoons	20 each		
44.	Platter	4		
<b>CLEANING MATERIAL</b>				
45.	Sunlight Dishwashing liquid	10		
46.	Domestos	10		
47.	Handy Andy	10		
48.	Window-cleaner	10		
49.	Furniture polish	10		
50.	Laminate Floor Cleaner			
<b>REFRESHMENTS</b>				

51.	COFFEE- Jacobs	12		
52.	Rooibos Tea	4 x Packs of 80		
53.	6 x 1Litre Full cream Milk	6		
54.	3 x Cremora milk boxes	6		
55.	Sugar Sachets- Brown & white			
56.	Bakers Choice Assorted Biscuits	5 boxes		
57.	Five roses	2 x packs of 80		
58.	Serviettes pack of 1000	4		