

SPECIFICATIONS

1. BACKGROUND TO W&RSETA

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) was established in 2000 in terms of the Skills Development Act (as amended). The public entity aims to facilitate the skills development needs of the Wholesale and Retail (W&R) Sector through the implementation of learning programmes, disbursement of grants and monitoring of education and training as outlined in the National Skills Development Plan (NSDP).

2. OBJECTIVE OF BID

The objective of this bid is to appoint a suitably qualified service provider/s for Supply, delivery and offloading of Consumables (Cleaning Material, Cutlery, Groceries, Stationery and PPE) to all W&RSETA offices nationally for a period of 36 months.

3. ACCEPTANCE OF THE BID

The W&RSETA Reserves the Right:

a) To cancel and / or terminate the bid process at any stage, including after the closing date and or after the presentation has been made, and / or after the bid have been evaluated and / or after the preferred bidder/s have been notified of their status of such;
b) Not to award or cancel this tender at any time and shall not be bond to accept the lowest or any bid.
c) To withdraw or amend special conditions of contract (SCC) and terms of reference by notice in writing to all parties concerned.
d) To accept part of the tender rather than the whole tender
e) To reject non-compliant products or goods that does not meet that W&RSETA's specifications and to terminate the contract should the Supplier continuous fail to comply with the item specification.

4. PRODUCT DESCRIPTION AND SPECIAL CONDITIONS

The W&RSETA intends to enter into a contract with eligible Supplier for the Supply, Delivery and Offloading of consumables (Groceries, Cleaning materials and Stationery) required by the W&RSETA on an as and when basis for a period of 36 months, to its W&RSETA head offices and Regional Offices across the nine (9) Provinces. The contract is intended to procure goods that are not secured by other contracts. The contract is intended for goods

which are omitted on main contracts or new organisational needs requirements. Bidders that meet the Compliance Evaluation will form part of the panel.

The items to be supplied are categorised as provided in the table below. Bidders may bid for any category or sub-category, however preference will be given to bidders that respond to a complete category or sub-category.

CATEGORY A: CLEANING MATERIALS
SUB-CATEGORY
Sub-Category A1: Cleaning and Skincare Chemicals
Sub-Category A2: Cleaning Supplies
Sub-Category A3: Tissue & Hygiene Paper

CATEGORY B: REFRESHMENTS
SUB-CATEGORY
Sub-Category B1: Beverages, Water Products & related pantry items
Sub-Category B2: Bread & Bakery Products

CATEGORY C: CUTLERY, UTENSILS AND COOKERY ITEMS
SUB-CATEGORY
Sub-Category C1: Cutlery
Sub-Category C2: Flatware Utensils
Sub-Category C3: Tableware Utensils
Sub-Category C4: Cookery Items & Small Appliances

CATEGORY D: STATIONERY
SUB-CATEGORY
Sub-Category D1: Tapes and Adhesives
Sub-Category D2: Books, Pads, Carbon
Sub-Category D3: Desktop stationery, Sundries

Sub-Category D4: Envelops
Sub-Category D5: Filling Solution
Sub-Category D6: Storage
Sub-Category D7: Paper, Board
Sub-Category D8: Presentation, Planning
Sub-Category D9: Rubber stamps. Daters
Sub-Category D10: Staplers, Punches
CATEGORY D: STATIONERY
SUB-CATEGORY
Sub-Category D11: Writing Instruments
Sub-Category D12: Office Automation

CATEGORY E: PPE
Safety Boots And Safety Shoes
Hard Hats
Reflective Jacket And Reflective Vests/Jackets
Disposable Dust Mask

Bidders may only participate in one (1) Province, and are therefore required to select the Province in which they will participate in using the table below. Failure to select a province will result in the W&RSETA selecting a province on behalf of the bidders based on the primary CSD address.

Province	BIDDERS RESPONSE (TO BE COMPLETED BY THE BIDDER)				
	Tick the relevant the province and category for your bid response				
	Cleaning Material	Refreshments	Cutlery, Utensils and Cookery	Stationery	PPE
Gauteng					
Eastern Cape					
Westen Cape					

KwaZulu-Natal					
Limpopo					
Mpumalanga					
Northern Cape					
North West					
Free State					

5. APPLICABLE SABS STANDARDS

It is the responsibility of the Supplier to ensure that the items supplied, delivered and offloaded conforms to the specifications provided as in the table and in accordance to those in the pricing schedule and is appropriate or else will be rejected.

Samples of items may be taken by the W&RSETA representative and evaluated in accordance with the relevant and/or W&RSETA standard specification or such a standard as preferred by the W&RSETA on an ad hoc basis. If the sample fails to comply with the specification as deemed by such an individual, the group from which the sample was taken will be rejected and
will be returned immediately at the Supplier's expense.

All goods supplied, delivered and offloaded to the W&RSETA must ensure conformity to the applicable SABS where such a standard exists as per the details supplied below:

5.1 CATEGORY A: CLEANING MATERIALS

CHEMICALS	
ITEMS	SABS/SANS CODE
Bleach	SANS 296
Dishwashing Liquid	SANS 825
Furniture Polish	SANS 13, SANS15
Pine Gel	SANS 1868
Hand Cleaner	SANS 1330, SANS 1853

CLEANING SUPPLIES	
ITEMS	SABS/SANS CODE
Dish Cloth	SANS1401-12, SANS 1401-15
Kitchen Towel	SANS 1401-12, SANS 1401-15
Refuse Bags	SANS 1264

HYGIENE CONSUMABLES	
ITEMS	SABS/SANS CODE
Paper Towel	SANS 1887- 4
Toilet Paper	SANS 1887-2

5.2 CATEGORY B: REFRESHMENTS

REFRESHMENTS	
ITEMS	SABS/SANS CODE
Assorted Carbonated Soft Drink	SANS 449
Still Water	1862
Sparkling Water	1657
Alkaline Water	1657
Powder & Long-life Milk	SANS 314 / 1678

5.3 CATEGORY C: CUTLERY, UTENSILS AND COOKERY ITEMS

CUTLERY, UTENSILS AND SMALL APPLIANCES	
DESCRIPTION 1	SABS/SANS CODE
Teaspoons	SANS 866, SANS 998
Fork	SANS 866, SANS 998
Knife	SANS 866, SANS 998

5.4 CATEGORY D: STATIONERY

ITEMS	SABS/SANS CODE
Overall general Stationery and office requisites	SABS TC 1007
Specific tape items	CKS 245
Specific carbon items	Sans 652
Specific correctional instruments	Sans 1660

Specific desktop & sundry items erasers	Sans 1581
Specific desktop & sundry items rulers	Sans 1588
Specific envelope items	Sans 882s
Specific paper items	CKS 673
Specific punch items	Sans 1612
Specific writing instruments - clutch pencils & lead	Sans 1977-1
Specific writing instruments - markers / highlighters	Sans 1872
Specific writing instruments - pens	Sans 785, sans 12756
Specific writing instruments pencils	Sans 153, sans 9180

5.5 CATEGORY E

ITEMS	SABS/SANS CODE
Safety Boots and Safety Shoes	SANS 20345
Hard Hats	SANS 1397
Reflective Jacket and Reflective Vests/Jackets	SANS 50471
Disposable Dust Mask	SANS 50140 / EN 149

It is the responsibility of the supplier to ensure that the goods supplied, delivered to the address as indicated on the RFQ or bid document. The offloaded goods must conforms to the SANS specifications as indicated above. Non-conformity to the above will not be accepted and will be rejected accordingly. In the event the goods are rejected for non-conformity to the published SANS specifications, the supplier would need to collect the rejected goods from the specified delivery office within 48 hours after being notified and replace them with the correct items at their own cost.

6. SAMPLES

a) The W&RSETA reserves the right to request pre-award / post-award / pre-delivery samples to ensure that the goods comply with the SANS specifications indicated in the documents.
b) The costs associated to the samples shall be at the Supplier's cost.
c) In the event that the samples are non-compliant , the delivery will not be granted until the supplier submits compliant samples, within 7 days.
d) Failure to submit samples when required by the W&RSETA may lead to a cancellation of the contract for that specific item/s.

7. PACKAGING

All Consumable to be delivered must be adequately and appropriately packed, crated, battened and/or covered securely in such a manner as to prevent damage and ensure that the equivalent new quality levels during loading, transport and off-loading are maintained; unless otherwise specified packing cases and packing materials are included in the purchase price and shall be and remain the property of the W&RSETA. The packaging should conform with industry standards applicable to the respective goods.

8. TIMELINES

a) The contract for the service provider/s for the provision of consumables ,cleaning materials and stationery will be for a duration of 36 months and deliveries will be expected to be made at the W&RSETA regional offices as and when required and as specified in the Purchase Order.

9. LEAD TIME AND QUANTITIES

a) A firm lead time must be quoted for the duration of the contract period.
b) The W&RSETA's maximum lead time is 2 weeks or 14 days for all orders.
c) It is advisable that awarded suppliers maintain some stock levels especially during the 1st quarter of year of award to ensure follow up orders can be expedited in terms of the delivery time frames indicated above.
d) Long delays and stock non-availability could disrupt WRSETA operations and such could results in disqualifying the appointed bibber and GCC provisions be adhered to
e) Transit and storage conditions applicable to relevant product must be adhered to.

10. SUPPLIER PERFORMANCE MANAGEMENT

a) The awarded bidders will be subjected to a Performance Management process to allow the W&RSETA to monitor, measure, manage, evaluate, report, and audit performance as per the following SLAs:

i. Quality of goods or services ii. Delivery and timelines iii. Communication and responsiveness iv. Reliability and dependency v. Customer service vi. Overall satisfaction vii. WRSETA may also conduct unannounced performance visits where necessary.

11. ORDERS

a) Order/s will be placed as and when required during the contract period and delivery locations will be specified in the Purchase Order (PO).
b) Delivery can only commence upon receipt of an approved official purchase order.
c) Delivery of goods must be made in accordance with the instructions appearing of the official purchase order.

d) Deliveries that do not comply with the official purchase order and quality standard specifications will be returned to the Supplier at the Supplier's expense.
e) All invoices should be emailed to wrsetaclaims-ho@wrseta.org.za unless otherwise specified.
f) The invoice should be original and complete with all particulars such as order numbers and accompanied with proof of delivery.

12. DELIVERY

a) The goods must be delivered and offloaded only during working hours (i.e. 08:00 to 15:00) Monday to Friday (No goods will be received on Saturday, Sundays and Public holidays) when ordered upon an official letter, purchasing order or form of order issued by the W&RSETA or as amended from time to time by the W&RSETA. Consumables delivered outside the above period will not be accepted.
b) If necessary, the bidder will be permitted to deliver and offload the consumables to the specified W&RSETA offices and regional offices, outside the above working hours with no additional payment.
c) The goods must not be delivered to the specified office until the quantity has been checked by the responsible W&RSETA official in charge and accepted as correct.
d) Goods delivered without this provision being complied with, must be removed immediately at the Supplier's expense within 48 hrs.
e) The Supplier shall indicate on the Holiday Period Arrangement form what arrangements are required to ensure the availability of Consumables over the December / January holiday period or any other holiday period.

The place of delivery shall be at various W&RSETA office inter alia to those specified in the table below:

12.1 W&RSETA BRANCHES

Offices	Address
Head Office	1303 Heuwel Road, Riverside Office Park, Hennops House, Centurion
Eastern Cape	3 Surrey Road, Vincent, East London
Free State	8 Barnes Street, Westdene, Bloemfontein
Gauteng North	198 Lunnon Road, Egret Place, Hillcrest Office Park, Pretoria
Gauteng South	16 Empire Road, Hill on Empire, Building A, 1st floor, Parktown, Johannesburg
KwaZulu Natal	19 Hurst Grove, 3rd Floor, 201b Clifton Place, Musgrave, Durban
Limpopo	60 Schoeman St, Thabakgolo building, 4th Floor, Polokwane
Offices	Address

Mpumalanga	64 Mandela Street, 202 Parkmed Centre, Emalahleni
North West	155a Kruger Street, Rustenburg
Northern Cape	2 Kekewich Drive, Monridge Office Park, Building 6 , Monument Heights, Kimberley
Western Cape	27 Willie van Schoor Avenue, Tyger Valley Chambers Building 5, 4th Floor, Tyger Valley, Bellville

NB: Or any other W&RSETA office in case of changes in physical addresses or additions, or any other venue provided by the W&RSETA.

13. SOCIO-ECONOMIC OBJECTIVES

The W&RSETA strives to achieve socio economic objectives of the country in order to contribute to the upliftment of South Africa's people's lives. The promotion of socio-economic objectives through public procurement will be guided by the provisions of the Preferential Procurement Policy Framework Act, and Regulations of 4 November 2022, the Broad Based Black Economic Empowerment Act and their associated regulations and codes of good practice.
The W&RSETA Social Strategy will ensure promotion of the following specific goals:

a) Enterprises owned by black people;
b) Enterprises located in specific provinces, districts, W&RSETA, towns, townships, villages or rural areas;
c) Enterprises owned by black women, black youth and people who are disabled;
d) Cooperatives, Civil Society Organisations (CSOs) and non-government organisations owned by black people.

ANNEXURE "A" EXAMPLES OF ITEMS ORDERED BY THE SETA

- The following are possible goods in which the W&RSETA may order during the cause of the contract, but not limited to or exhaustive.
- The W&RSETA does not provide any guarantee whatsoever to the supplier in terms of goods required for the duration of the contract. The items below are just an example.
- In addition, being part of the panel does not guarantee any orders from the W&RSETA.
- Bidders must not submit any quotations for the below items at this stage. Quotations for actual items will be requested from the panel through Request for Quotations (RFQ), which will be done through a closed competitive bidding process. Bidders will be requested to quotations from the categories they have selected.

CHEMICALS	
DESCRIPTION 1	DESCRIPTION 2
BLEACH	THICK, 5L CONTAINER
DISHWASHING LIQUID	750ML, GREEN
TILE CLEANER	LIQUID, GREEN 5L
DISINFECTANT TOILET CLEANER	LIQUID, 5L (EQUIVALENT TO GERMITOL)
DISINFECTANT TOILET CLEANER	LIQUID, 5L, TOILET BOWL
FURNITURE POLISH	275G, SPRAY
MULTIPURPOSE FRESH CREAM DETERGENT	750ML, AMMONIA FRESH CREAM DETERGENT WITH MICRO PARTICLES FOR CLEANING
PINE GEL	1KG
PINE GEL	5L
URINAL CLEANER	DEO BLOCK, SOLUBLE, 300G,
URINAL MAT	PACK OF 10
WINDOW CLEANER	750ML, LIQUID CONCENTRATE SPARY
HAND CLEANER	SMOOTH, DISINFECTANT CLEANER, 5L

CLEANING SUPPLIES	
DESCRIPTION 1	DESCRIPTION 2
DISH CLOTH	SWABS, 100% COTTON, PACK OF 10
FEATHER DUSTER	SHORT HANDLE (AT-LEAST 60CM), OSTRICH

FEATHER DUSTER	LONG HANDLE (81CM), OSTRICH
KITCHEN TOWEL	PACK OF 10
MOP (COMPLETE)	STRING, STEEL CLAMP, WOODEN HANDLE
SOFT BROOM	HEAVY DUTY WITH WOODEN HANDLE, PVC FIBRE
DUSTPAN SET	HEAVY DUTY, LONG HANDLE DUSTPAN & BROOM WITH COLLAPSIBLE HOOD BLACK
DUSTPAN SET	HEAVY DUTY, LARGE DUSTPAN BRUSH SET, WOODEN HANDLE BRUSH WITH STIFF BRISTLES FOR A MORE POWERFUL CLEAN. THE BRUSH CLIPS INTO THE PAN
CLEANING SUPPLIES	
DESCRIPTION 1	DESCRIPTION 2
	WHICH HAS A HANGING HOLE FOR TIDY STORAGE. PAN DIMENSIONS 330 X 250 X 90MM
WINDSCREEN SQUEEGEE	TELESCOPIC ALUMINIUM HANDLE ADJUSTABLE UP TO 1.2 METERS LONG
REFUSE BAGS	BLACK, 20 MICRON, PACK OF 20
TOILET BRUSH	SET, PLASTIC, LONG HANDLE

GROCERIES	
DESCRIPTION 1	DESCRIPTION 2
STILL WATER	500ML BOTTLE
SPARKLING WATER	500ML BOTTLE
ASSORTED BISCUITS	1KG / 2KG
MILK	POWDER, COFFEE CREAMER, 750G
MILK	FULL CREAM LONG LIFE, 1LT
COFFEE	1KG (EQUIVALENT TO NESCAFE)
COFFEE	DECAFFEINATED, 1KG(EQUIVALENT TO NESCAFE)
SUGAR	BROWN, 5KG
SUGAR	WHITE, 5KG
COFFEE /TEA SWEETENER	100 STICKS, LOW KILOJOULE SWEETENER
TEA BAGS	160 ROOIBOS BAGS PER PACK, (EQUIVALENT TO FRESHPACK)
TEA BAGS	200 BAGS PER PACK (EQUIVALENT TO FIVE ROSES)

CUTLERY, UTENSILS AND SMALL APPLIANCES	
DESCRIPTION 1	DESCRIPTION 2
GLASSES	SODA LIME, HIBALL GLASSES, 280ML, PACK OF 6
PLATES	PORCELAIN BLANCO, BASIC WHITE RIBBED DINNER PLATE, 27CM
CUP & SAUCER SET	PORCELAIN BLANCO CUP & SAUCER SET, CUPS 200ML, 15CM DOUBLE-WELL SAUCERS, SET OF 6
TEASPOONS	STAINLESS STEEL, SILVER, WIDTH: 30 MM, LENGTH: 150 MM, PACK OF 6
FORK	STAINLESS STEEL, SILVER, WIDTH: 25 MM, LENGTH: 200 MM PACK OF 6
KNIFE	STAINLESS STEEL, SILVER, WIDTH: 18 MM, LENGTH: 220 MM
STIRRERS	WOODEN PACK OF 1000
STAINLESS STEEL URN	20LTS ELECTRIC HOT WATER URN - WATER WARMING AND BOILER UNIT
	THE ELECTRIC HOT WATER URN WITH THERMOSTAT IS A COST-EFFECTIVE URN UNIT FITTED WITH A THERMOSTAT READING 30 110C AND SIGHT GLASS
KETTLE	2 LITRE CORDLESS ELECTRIC KETTLE - STAINLESS STEEL

HYGIENE CONSUMABLES	
DESCRIPTION 1	DESCRIPTION 2
PAPER TOWEL	KITCHEN, HAND USE, 52 SHEETS IN A ROLL
TOILET PAPER	2 PLY, 350 SHEETS

TAPES AND ADHESIVES	
DESCRIPTION 1	DESCRIPTION 2
CELLOTAPE	12MMX66M, PREMIUM CLEAR
CELLOTAPE	25MMX66MM, PREMIUM CLEAR
CELLOTAPE	48MMX50MM, PREMIUM CLEAR

CONFIDENTIAL STICKERS	BOX OF 125
GLUE STICK	22G, NON TOXIC, WASHABLE, SOLVENT FREE, TWIST FEED MECHANISM AT BOTTOM
MASKING TAPE	25MM
MASKING TAPE	12MM
OFFICE PASTE	250ML
PER HAND STICKERS	BOX OF 125 (SHEET FORM LABELS)
PRESTIK OR EQUIVALENT	100G
PRITT OR EQUIVALENT	20G
URGENT STICKERS	BOX OF 125
TOWER STICKERS	SHEET OF 700, SELF-ADHESIVE LABELS, VARIOUS COLOURS, C10-C19

BOOKS, PADS, CARBON	
DESCRIPTION 1	DESCRIPTION 2
EXAM PAD	A4, 72 PAGES
INDEX BOOK HARD COVER	A4, 92 PAGES (CATEGORISED RIGHT MARGIN)
NOTE BOOK HARD COVER	A6, 144 PAGES
NOTE PAD	SMART SCRIBE FLIP NOTE PAD, PACK OF 4, BLUE COVER, MOROCCAN MINIM WRAP
NOTEBOOK	A5, PACK OF 4
NOTEBOOK HARD COVER	A4, 192 PAGES FEINT & MARGIN
SPIRAL NOTEBOOK, SHORTHAND	A5, 72 PAGES FLIP UP

DESKTOP STATIONERY, SUNDRIES	
DESCRIPTION 1	DESCRIPTION 2
OFFICE CALCULATORS	12 DIGITS, LARGE, HANDHELD
BULLDOG CLIPS	METAL SIZES FROM 22MM TO 75MM, BOX OF 12
BUTTERFLY / FOLDBACK CLIPS	BLACK SIZES FROM 15MM TO 51MM, BOX OF 12
DESKTOP STATIONERY, SUNDRIES	
DESCRIPTION 1	DESCRIPTION 2

DOCUMENT / LETTER TRAYS	• MODERN, FUNCTIONAL DESIGN IN A HIGH GLOSS QUALITY FINISH • TREYS A STACKED ON A TRANSPARENT PLASTIC STAND, FORWARD SLIDING FOR EASY REMOVAL OF CONTENTS, • NON- SKID PLASTIC FEET TO GRIP AND DESK PROTECTION. • INTERNAL SIZE 320 X 235MM.
FILE FASTNERS	80MM, BOX OF 50
PAPER CLIPS	SILVER METAL, 30MM BOX OF 50
PAPER CLIPS	SILVER METAL, 50MM BOX OF 50
POP UP FLAGS (SIGN)	EXTRA STICKY, 12MM * 43MM, 140 SHEETS PER PACK, VARIOUS COLOURS
POP UP FLAGS (PLAIN)	EXTRA STICKY, 12MM * 43MM, 140 SHEETS PER PACK, VARIOUS COLOURS
SELF STICK REMOVABLE NOTES	EXTRA STICKY, 76MM * 127MM, 90 SHEETS PER PAD, 3 PADS PER PACK
SELF STICK REMOVABLE NOTES	PASTEL 76MM X 76MM
SELF STICK REMOVABLE NOTES	3" * 3", ULTRA COLLECTION, 12 PADS PER PACK
SCISSORS	STAINLESS STEEL BLADE, SOFT GRIP, 21CM
WASTEPAPER BINS	PLASTIC, BLACK, 15L ROUND
VOICE RECORDER	• 16 GB, HIGH QUALITY (HQ), MP3,WAV, 60 DB • LOUDSPEAKER DIAMETER: 2.8 CM • USB PORT, MICROPHONE IN, MICROSD (TRANSFLASH), FLASH CARD MEDIA, HEADPHONES INCLUDED

SHREDDER	• EQUIVALENT TO HP PAGE WIDE PRO 477DW MULTIFUNCTION PRINTER (D3Q20B) • STRAIGHT/CROSS CUT SHREDDING • CUT SIZE 4 X 40 MM • SOUND LEVEL 60 DBA • CONTINUOUS OPERATION • SHREDS CREDIT CARDS, CDS, STAPLES, PAPER DIPS • AUTO OILING • SIZE 1010 MM BIN CAPACITY 120LT

ENVELOPES	
DESCRIPTION 1	DESCRIPTION 2
ENVELOPE C4	WHITE/MANILLA, SELF SEAL, BLANK / WITH WINDOW 229MM * 324MM, BOX OF 250
ENVELOPE DLB	WHITE/MANILLA, SELF SEAL, BLANK / WITH WINDOW 220MM * 110MM, BOX OF 250
ENVELOPES C3	WHITE/MANILLA, SELF SEAL, BLANK / WITH WINDOW 324MM * 458MM, BOX OF 250
ENVELOPES C5	WHITE/MANILLA, SELF SEAL, BLANK / WITH WINDOW 229MM * 162MM, BOX OF 250

FILING, STORAGE	
DESCRIPTION 1	DESCRIPTION 2
DIVIDERS P/PROP OR PVC	A4, 10 COLOURED TABS, MARGIN UNIVERSAL PUNCHED, INDEXING LABEL AND POCKET PROVIDED
DIVIDERS P/PROP OR PVC	A4, COLOURED TABS, MARGIN UNIVERSAL PUNCHED, PRINTED A-Z, INDEXING LABEL AND POCKET PROVIDED
DIVIDERS P/PROP OR PVC	A4, COLOURED TABS, MARGIN UNIVERSAL PUNCHED, PRINTED JAN-DEC, INDEXING LABEL AND POCKET PROVIDED
DIVIDERS P/PROP OR PVC	A4, COLOURED TABS, MARGIN UNIVERSAL PUNCHED, 31 TAB NUMBERED, INDEXING LABEL AND POCKET PROVIDED
FOLDERS	A4, ASSORTED COLOURS, FOOLSCAP, 450MM * 340MM, 200G, HAS TWO SLITS FOR USE WITH FILE FASTENERS, PACKET OF 100

LEVER ARCH FILE BOARD	A4, 70MM, BLACK, RADO COVER LOCKING, INNER PAPER WITH PRINTED INDEX, STRONGLINE REINFORCED EDGE, SPINE RING, SPINE INTERCHANGEABLE LABEL HOLDER, REINFORCED ARCH SLOTS, QUALITY MECHANISM AND COMPRESSOR BAR
TIDY FILES	TOP RETRIEVAL FILES, LIGHT WEIGHT WITH GUSSET
TIDY FILES	TOP RETRIEVAL FILES, MEDIUM WEIGHT, 190GSM
TIDY FILES	TOP RETRIEVAL FILES, HEAVY DUTY, WITH CLIP, 250GSM

PAPER, BOARD	
DESCRIPTION 1	DESCRIPTION 2
COPY PAPER	A4, BOND WHITE, 210MM * 297MM, 80 GSM, 500 SHEETS PER REAM
COPY PAPER	A3, BOND WHITE, 297MM * 420MMM, 500 SHEETS IN A REAM, 5 REAMS IN A BOX

PRESENTATION, PLANNING	
DESCRIPTION 1	DESCRIPTION 2
FLIP CHART PAD	A1, BOND WHITE, 590MM * 840MM, PERFORATED AND PUNCHED, 50 SHEETS, NEWSPRINT
FLIP CHART STAND	STANDARD, 1000MM * 640MM, MAGNETIC SURFACE, INTEGRATED PEN TRAY, PAPER CLAMP, HEIGHT ADJUSTABLE TELESCOPIC LEGS, LOCKING CLIP AT BACK, SELF ADJUSTING HINGE FOR BACK LEG
WHITE BOARD ERASER	NON-MAGNETIC, 12 PEEL OFF LAYERS, 145MM * 50MM

RUBBER STAMPS, DATERS	
DESCRIPTION 1	DESCRIPTION 2
RUBBER DATE STAMP	SELF DATING, SELF INKING, EASY TO REPLACE INK PAD, 3.8MM IN HEIGHT, CLIMATE NEUTRAL
RUBBER STAMP	SELF INKING, EASY TO REPLACE INK PAD, SMALL
RUBBER STAMP	SELF INKING, EASY TO REPLACE INK PAD, MEDIUM
RUBBER STAMP	SELF INKING, EASY TO REPLACE INK PAD, LARGE

STAPLERS, PUNCHES	
DESCRIPTION 1	DESCRIPTION 2
PAPER PUNCH	PREMIUM HEAVY DUTY, 2 HOLE, METAL, SOFT FEEL HANDLE, PAPER ALIGNMENT INDICATOR, NAME PLATE AND PAPER SIZE WINDOW, PUNCH UP TO 50 SHEETS, REMOVABLE CONFETTI TRAY
PAPER PUNCH	MEDIUM PUNCH, 2 HOLE, METAL, SOFT FEEL HANDLE, PAPER ALIGNMENT INDICATOR, NAME PLATE AND PAPER SIZE WINDOW, PUNCH UP TO 50 SHEETS, HINGED CONFETTI TRAY, EASY TOUCH DURABLE PUNCH
STAPLE REMOVER	SUPERIOR GRIP, CHROME FINISH, STEEL JAW
STAPLER	FULL STRIP PREMIUM QUALITY, METAL TOP LOADING, STAPLES 30 SHEETS CAPACITY (80GSM), LOW FORCE TECHNOLOGY REQUIRES 50% LESS EFFORT, DURABLE METAL CONSTRUCTION, SPACE EFFICIENT FLAT CLINCH STAPLING
STAPLES	23/6, HEAVY DUTY, 6MM LEG, STAPLES UP TO 30 SHEETS, BOX OF 1000
STAPLES	23/10, HEAVY DUTY, 10MM LEG, STAPLES UP TO 70 SHEETS, BOX OF 1000
STAPLES	26/6, STANDARD, 6MM LEG, STAPLES UP TO 20 SHEETS, BOX OF 5000
STAPLERS, PUNCHES	
DESCRIPTION 1	DESCRIPTION 2
STAPLING MACHINE	HEAVY DUTY, METAL, STAPLES UP TO 180 SHEETS, ALL METAL DIE-CAST CONSTRUCTION, WITH RUBBER GRIP, PAPER ALIGNMENT GUIDE ALLOWS, THROAT TO BE ADJUSTED TO 65MM, EASY JAM RELEASE MECHNISM, USES 23/6 TO 23/10 STAPLES

WRITING INSTRUMENTS	
DESCRIPTION 1	DESCRIPTION 2
CLUTCH PENCIL	0.5MM, EXTENDED RUBBER FINGER GRIP, BOX OF 12
DATA CHECKER	ASSORTED COLOURS, FLOURESCENT LIQUID INK HIGHLIGHTER, LARGE INK CAPACITY TANK

HIGHLITERS	VARIOUS ASSORTED FLOURESCENT COLOURS, USES UNIVERSAL INK FOR MOST PAPERS, PACK OF 6
MARKER	WHITE, DRYMARKER, VALVE CONTROLLED INK, PACK OF 6
PEN	E-BALL RETRACTABLE BALLPOINT, 1MM, VARIOUS COLOURS, PACK OF 12
PEN	FIBRE, MEDIUM TIP, VARIOUS ASSORTED COLOURS, PACK OF 12
PEN	8GB, SKY WI-FI, SMART PEN
PEN	FINE BULLET POINT, 4MM, ALCOHOL BASED LIQUID INK, PACK OF 12
PEN	BALL POINT, MEDIUM TIP, VARIOUS ASSORTED COLOURS, CLICKABLE MECHANISM, PACK OF 12
PENCIL	HB, BREAK RESISTANT LEAD, EASY TO SHARPEN AND ERASE, PACK OF 12
PENCIL	CLUTCH, 2MM ENGINEER, PACK OF 12
PENCIL LEAD	0.5MM, HIGH POLYMER, FINE LEAD, 12 PER TUBE WITH LID
PERMANENT MARKERS	STANDARD, WATER RESISTANT, SMUDGE PROOF, BULLET POINT, ALL SURFACE USE, VARIOUS ASSORTED COLOURS, PACK OF 10
PERMANENT MARKERS	0.4MM, WATER RESISTANT, SMUDGE PROOF, BULLET POINT, ALL SURFACE USE, VARIOUS ASSORTED COLOURS, PACK OF 10
WHITE BOARD MARKERS	FINE BULLET POINT, 4MM, ALCOHOL BASED LIQUID INK, PACK OF 10

PPE	
DESCRIPTION 1	DESCRIPTION 2
REFLECTIVE JACKET	• LIME POLY NYLON MATERIAL • LIME, SILVER VELCRO REFLECTIVE STRIP (50MM IN WIDTH) DOWN BOTH SIDES

SAFETY BOOTS	• UNISEX • ANTI-STATIC NON-WOVEN IN SOCK FOR FLEXIBILITY, COMFORT AND STABILITY • ANTI-BACTERIAL ENERGISER WOOLLEN TOP SOCK WITH ANTI-MICROBIAL PROPERTIES • WIDE FITTING STEEL TOE CAP
RUBBER HOUSEHOLD LATEX GLOVES- YELLOW	• NITRILE • GENERAL PURPOSE WHEN MILD CHEMICALS ARE IN USE • GRIP TEXTURE TO ACCOMMODATE FOR OILY, WET AND DRY OBJECTS
DISPOSABLE DUST MASK	• FFP3 WITH VALVE • FOR PROTECTION AGAINST DUST, WATER AND NON-TOXIC BASED AEROSOLS • COMFORT RANGE WITH LARGE INTERIOR AREA FOR BETTER COMMUNICATION