



ANNEXTURE : A

The University of Johannesburg must ensure that stationery is always available to employees. The UJ and Warehousing and Distribution Unit, which is part of the supply chain, will procure, store, and distribute the stationery.

Service providers must complete the pricing schedule in its entirety to be considered. Consequently, no consideration will be given to pricing and/or menu.

1. SPECIFICATION

- The estimated quantities are based on previous purchases and cannot be guaranteed. Operational requirements will determine this.
- The awarded supplier (or suppliers) will sign a service level agreement (SLA) with UJ. The annual escalation will be negotiated by UJ.
- No partial deliveries will be accepted (for example, if we order 150 items, then 150 items should be delivered altogether).
- Delivery will be Monday through to Friday, 7:30 a.m. to 15:30 p.m., excluding holidays.
- No collaborative ventures will be allowed, and the institution will not accept prepayments. Suppliers will be paid 30 days after the invoices are received.

2. DELIVERY OF ITEMS

The University's Warehousing and Distribution Units are located at Auckland Park and Doornfontein Campus, respectively. The Purchase Order/s will confirm the delivery information.

OPTIONS	ITEM DESCRIPTION	COLOUR	BRAND	UJ ISSUE SIZE/QTY	ANNUAL ESTIMATED QTY
	WRITING INSTRUMENTS				
1	Chalk, Writing, Soft, Dust-Free	White	Treeline	1 x 12 piece box	160

2	Chalk, Writing, Soft, Dust-Free	White	Crayola	1 x 12 piece box	
1	Chalk, Writing, Soft, Dust-Free	White	Treeline	1 x 100 piece box	100
2	Chalk, Writing, Soft, Dust-Free	White	Crayola	1 x 100 piece box	
1	Highlighter, Chisel Point, Dry-out Protection	Fluorescent	Stabilo Boss	Each	10700
2	Highlighter, Chisel Point, Dry-Out Protection	Fluorescent	Penflex	Each	
3	Highlighter, Chisel point, Dry-Out Protection	Fluorescent	Monami	Each	
1	Marker, Flipchart, Bullet Tip	Various	Penflex	Each	1700
2	Marker, Flipchart, Bullet Tip	Various	Staedler	Each	
3	Marker, Flipchart, Bullet Tip	Various	Parrot	Each	
1	Marker, Permanent, Bullet Tip; NIB Size: 1.5 mm	Various	Staedler	Each	4700
2	Marker, Permanent, Bullet Tip ; NIB Size : 1.5 mm	Various	Artline ek- 70	Each	
3	Marker, Permanent, Bullet Tip ; NIB Size : 1.5 mm	Various	Monami	Each	
4	Marker, Permanent, Bullet Tip ; NIB Size : 1.5 mm	Various	Pentel	Each	
1	Marker, Whiteboard; Bullet Tip	Various	Penflex	Each	9110
2	Marker, Whiteboard; Bullet Tip	Various	Parrot	Each	

	Pen, Ball, Fine Point ; Cap and Plug Matching Ink Colour	Various	Bic Orange	Each	24100
	Pen, Fineliner ; 0.4mm Point Size; SW- PPF	Various	Pilot	Each	10340
	Pen, Needle Point Liquid Ink Pilot ; bx v5 ; Hi-Tecpoint	Various	Pilot	Each	9100
	Pen, OHP Fine Point 0.6 mm; Permanent Ink	Black	Penflex	Each	630
	Pen, Retractable Side Push Button; Visible Ink Level; Medium Point	Various	Bic Clic	Each	53240
1	Pencil Lead, Clutch, Refill; 0.5 mm; 12 Leads Per Tube		Pilot	1 x tube of 12	3000
2	Pencil Lead, Clutch, Refill; 0.5 mm ; HB, Hi-Polymer, 250, 12 Leads Per Tube		Pentel	1 x tube of 12	
1	Pencil, Clutch ,Mechanical, 0.5mm HB		Pilot Progrex	Each	3610
2	Pencil, Clutch ,Mechanical, 0.5mm HB		Pentel Hotshot	Each	
1	Pencil, Traditional Full Size Graphite (Wood); HB		Faber Castell 1221	Each	7950
2	Pencil, Traditional Full Size Graphite (Wood); HB		Stadeler 110	Each	
	FILES, FASTENERS AND FOLDERS				
	Archive Box Stitched, Kraft; Short End Flap			Each	440

	Access, 270 x 370 x 92 mm				
1	File, Accessible ; 360 gsm Board Foolscap; Spring Clip	Blue, Red, Yellow	Donau	Each	
2	File, Accessible ; 360 gsm Board Foolscap; Spring Clip	Blue, Red, Yellow	Treeline	Each	1000
1	File, Lever Arch With Solid Dust Cover ; A4 ; Cardboard; 70 mm; Upright; Compressor Bar	Mottled	Croxley	Each	6300
2	File, Lever Arch With Solid Dust Cover ; A4 ; Cardboard ; 70 mm; Upright; Compressor Bar	Mottled	Treeline		
1	File, Lever Arch; A4; Cardboard; 70 mm; Upright; Compressor Bar	Mottled	Croxley	Each	7000
1	File, Lever Arch; A4; Cardboard; 70 mm; Upright; Compressor Bar	Mottled	Croxley	Each	2500
2	File, Lever Arch; A4; Cardboard; 70 mm; Upright; Compressor Bar	Mottled	Treeline	Each	
	File, PVC Lever Arch, 70 mm, A4, Rado, Spine Ring, Spine Label Holder	Various	Bantex	Each	4500
1	File, Ring Binder; 25 mm Ring; 40 mm Spine; 2 mm Board Covered In Laminated In	Various	Bantex	Each	

	Polypropylene; A4; 2D				
2	File, Ring Binder; 25 mm Ring; 40 mm Spine; 2 mm Board Covered In Laminated In Polypropylene; A4; 2D	Various	Croxley	Each	
3	File, Ring Binder; 25 mm Ring; 40 mm Spine; 2 mm Board Covered In Laminated In Polypropylene; A4; 2D	Various	Donau	Each	
4	File, Ring Binder; 25 mm Ring; 40 mm Spine; 2 mm Board Covered In Laminated In Polypropylene; A4; 2D	Various	Treeline	Each	850
1	File, Suspension; Foolscap; Box: 25 ; Blue; Includes Clear Plastic Tab And Paper Insert : 25;	Various	Treeline 505	1 x box of 25	140
2	File, Suspension; Foolscap; Box: 25 ; Blue; Includes Clear Plastic Tab And Paper Insert : 25;	Various	Bantex b3470000	1 x box of 25	
	File Fastener, Metal Prongs And Compressors; Tin-Plated Steel; 80 mm ; 50 Sets			1 x box of 50	300
	Filing Pocket, Plastic; A4; Multi Punched ;	Clear		1 x pack of 100	2200

	100 Pack; 40 micron				
1	Folder, Manilla 180 gsm Board; Foolscap; Straight Cut ; Scored, Slotted	Bright	Treeline	1 x pack of 10	2100
2	Folder, Manilla 180 gsm Board; Foolscap; Straight Cut ; Scored, Slotted	Bright	Donau	1 x pack of 10	
	Index Strips, Self-Adhesive; 200 mm Pack of 5 Transparent Index Tabs			1 x pack of 5	450
	Indexes, Polypropylene, a4, Coloured Tabs, Multi-Punched, A - Z; 26 Part, Toiugh			Each	3200
	Label, Lever Arch Spine Label ; a4 ; Pack: 100	White		1 x pack of 100	70
	Paper Clip, Giant ; Box: 100; 50 mm	Silver		Each	800
	Paper Clip, Large ; Plastic Coated ; 28 mm; Box: 100	Various		1 box of 100	1720
	Plastic Covers, for Straight Cut Foolscap; Manilla Folders; 150 Micron	Clear		1 box of 100	200
	Plastic Display Pocket, Certificate Cover ; a4 ;pvc ; 150 Micron; Not Punched ; Top Opening	Clear		Each	26 200
	PAPER, BOARD AND BOOKS				

	Board, A4 ; 160 gsm; Pack: 100 Sheets	Pastel		1 x pack of 100 sheets	200
	Board, A4 ; 160 gsm ; Pack: 100 Sheets	White		1 x pack of 100 sheets	300
1	Book, Counter A4 ; 96 Pages, Ruled Feint & Margin, Quarter Bound, Flush Black Board Sides, Thread Sewn, Wove Paper		Treeline	Each	1000
2	Book, Counter A4 ; 96 Pages, Ruled Feint & Margin, Quarter Bound, Flush Black Board Sides, Thread Sewn, Wove Paper		Croxley JD160	Each	
1	Book, Counter A4 ; 192 Pages, Ruled Feint & Margin, Quarter Bound, Flush Black Board Sides, Thread Sewn, Wove Paper		Treeline	Each	4900
2	Book, Counter A4 ; 192 Pages, Ruled Feint & Margin, Quarter Bound, Flush Black Board Sides, Thread Sewn, Wove Paper		Croxley JD162	Each	
1	Book, Hardcover Manuscript Book ; A5 ; 192 Pages; Ruled Feint & Margin, Quarter Bound, Flush Black Board Sides,		Treeline	Each	2100

	Thread Sewn, Wove Paper				
2	Book, Hardcover Manuscript Book ; A5 ; 192 Pages; Ruled Feint & Margin, Quarter Bound, Flush Black Board Sides, Thread Sewn, Wove Paper		Croxley	Each	
1	Exam Pad, A4, Punched; Feint and Margin, 100 Pages		Croxley	Each	
2	Exam Pad, A4, Punched; Feint and Margin, 100 Pages		Stick' N	Each	
3	Exam Pad, A4, Punched; Feint and Margin, 100 Pages		Treeline	Each	6700
1	Flipchart Paper; Bond; A1 ; 50 Sheets; Slotted Holes, Perforated Sheets, Individually Wrapped Pads (860 x 610)		Treeline	Each	500
2	Flipchart Paper; Bond; A1; 50 Sheets; Slotted Holes, Perforated Sheets, Individually Wrapped Pads(860 x 610)		Parrot	Each	
1	Flipchart Paper; Newsprint 48 gsm; A1; 50 Sheets; Slotted Holes, Perforated Sheets, Individually		Parrot	Each	

	Wrapped Pads (860 x 610)				
2	Flipchart Paper; Newsprint 48 gsm; A1; 50 Sheets; Slotted Holes, Perforated Sheets, Individually Wrapped Pads (860 x 610)		Treeline	Each	
1	Fly Paper, Feint and Margin Ruled, A4 58 gsm, 240 Sheets (A3 Sheets Folded to A4), Wrapped		Treeline	Each	50
2	Fly Paper, Feint and Margin Ruled, A4 58 gsm, 240 Sheets (A3 Sheets Folded to A4), Wrapped		Croxley	Each	
	Memo Cube Plastic Holder; Without Paper Refill	Black		Each	80
	Memo Paper Cube Refill ; 800 x 80 gsm Bond	White		Each	300
1	Shorthand Notebook, A5, Wirebound, Centre Line, Feint Ruled, Card Front, Greyboard Back, 144 Pages		Treeline		6800
2	Shorthand Notebook, A5, Wirebound, Centre Line, Feint Ruled, Card Front, Greyboard Back, 144 Pages		Croxley	Each	

	SELF-ADHESIVE, GLUE, TAPE, LABELS				
1	Pop Up Flags 25 mm x 43 mm, 50 Sheets	Various Neon	Post-It	Each	2420
2	Pop Up Flags 25 mm x 43 mm, 50 Sheets	Various Neon	Stick' N	Each	
1	Clear Glue; Tube ; 25 ml		Bostik	1 x 25 ml	500
2	Clear Glue; Tube ; 25 ml		Genkem	1 x 25 ml	
	Clear Tape : 12 mm x 66 m	Clear	Sellotape	Each	1100
	Glue Stick, 20 g		Pritt	Each	3900
1	Invisible Tape, Roll: 18 mm x 50 m	Clear	Scotch 810	Each	150
2	Invisible Tape, Roll: 18 mm x 50 m	Clear	Bostik	Each	
	Packaging Tape, Roll: 48 mm x 50 m	Buff	Sellotape	Each	880
	Packaging Tape, Roll: 48 mm x 50 m	Clear	Sellotape	Each	1280
1	Self-Adhesive Labels :Laser Labels ; 70 mm x 37 mm ; White ; 24 up ; Box: 100 Sheets	White	Tower	1 box of 100 sheets	70
2	Self-Adhesive Labels :Laser Labels ; 70 mm x 37 mm; White ; 24 up ; Box: 100 Sheets	White	Redfern	1 box of 100 sheets	
1	Self-Adhesive Notes : 38 mm x 50 mm ; Pad: 100 Sheets	Yellow	Post-It	Each	1000

2	Self-Adhesive Notes : 38 mm x 50 mm ; Pad: 100 Sheets	Yellow	Stick' N	Each	
1	Self-Adhesive Notes : 73 mm x 73 mm ; Pad : 100 Sheets	Yellow	Post-It	Each	1750
2	Self-Adhesive Notes : 73 mm x 73 mm ; Pad : 100 Sheets	Yellow	Stick' N	Each	
1	Self-Adhesive Notes : 76 mm x 127 mm ; Pad : 100 Sheets	Yellow	Post-It	Each	850
2	Self-Adhesive Notes : 76 mm x 127 mm ; Pad : 100 Sheets	Yellow	Stick' N	Each	
1	Self-Adhesive Notes ; 76 mm x 76 mm ; Neon ; Pad : 400 Sheets	Neon	Post-It	Each	2210
2	Self-Adhesive Notes ; 76 mm x 76 mm ; Neon ; Pad : 400 Sheets	Neon	Stick' N	Each	
	GENERAL STATIONERY				
	Chalkboard Duster, Wood; 95 x 50 mm, Grey			Each	220
1	Correction Fluid, Fine Point, Pen Shaped, 7 ml Fluid	White	Tipp-Ex	Each	2200
2	Correction Fluid, Fine Point, Pen Shaped, 7 ml Fluid	White	Pentel	Each	
1	Correction Fluid; 20 ml;	White	Tipp-Ex	Each	330

	with Brush, Quick Dry				
2	Correction Fluid; 20 ml; With Brush, Quick Dry	White	Pentel	Each	
1	Correction Tape 5 mm x 5 m	White	Pentel ZT35W	Each	140
2	Correction Tape 5 mm x 5 m	White	Tipp-Ex	Each	
	Drawing Pins, 12,5 mm Solid Head ; Box : 100	Silver		Each	160
	Letter Tray ; A4; Moulded Plastic; Stackable	Black	Bantex B9800	Each	300
	Riser Pins for B0900 Letter Tray, Hexagonal, 4 Plastic, B9801		Bantex	1 x pack of 4	300
	Pencil Sharpener ; Metal Wedge Shaped Single Hole	Silver		Each	1650
1	Eraser, Plastic 65 x 24 x 13 mm	White	Staedler Mars	Each	3400
2	Eraser, Plastic 65 x 24 x 13 mm	White	Treeline	Each	
1	Pliant Re- Usable Adhesive, 100 g		Pritt Multi Tack	Each	2800
2	Pliant Re- Usable Adhesive, 100 g		Bostik Prestik	Each	
	Punch : 2 Hole ; All Metal; Removable Confetti Tray; Slide Guide; 20 Pages		Rexel	Each	300
	Punch : 2 Hole ; All Metal; Removable Confetti Tray;		Rexel	Each	220

	Slide Guide; 40 Pages				
	Ready Sorter; A to Z; 1 to 31; Jan to Dec, Sunday to Saturday		Croxley	Each	120
1	Rubber Bands ; no. 64 ; 100 g		Croxley	1 x pack of 100g	400
2	Rubber Bands ; no. 38; 100 g		Croxley	1 x pack of 100g	400
	Ruler, Shatter Resistant; Plastic ; 30 cm			Each	3300
1	Scissors: 165 mm; Soft Grip Black Handle		Treeline	Each	500
2	Scissors: 165 mm; Soft Grip Black Handle		Bantex	Each	
3	Scissors: 165 mm; Soft Grip Black Handle		Sabre Deluxe	Each	
1	Scissors: 210 mm; Soft Grip Black Handle		Treeline	Each	1500
2	Scissors: 210 mm; Soft Grip Black Handle		Bantex	Each	
3	Scissors: 210 mm; Soft Grip Black Handle		Sabre Deluxe	Each	
	Stamp Pad Ink, 30 ml	Purple	Penguin	Each	250
1	Staple Remover, Plastic Finger Grips, For No. 10 Staple		Treeline	Each	1060
2	Staple Remover, Plastic Finger Grips, For No. 10 Staple		Rapid C1	Each	
1	Staple Remover, Plastic Finger Grips, For No. 10 Staple		Bantex B9355	Each	

2	Staple Remover, Plastic Finger Grips, For No. 10 Staple		Parrot	Each	
	Stapler ; Office, 20 Sheets, Full Strip, 50 Sheets		Rexel	Each	1600
	Staples, No. 56, 26/6 mm		Rexel	Each	2180
	Telephone Message Pad ; 102 mm x 127 mm ; 50 Sheets			Each	200
1	Whiteboard Duster :Magnetic; 95 x 50 mm, Full Size		Parrot	Each	260
2	Whiteboard Duster :Magnetic; 95 x 50 mm, Full Size		Treeline	Each	
3	Whiteboard Duster :Magnetic; 95 x 50 mm, Fullsize		Artline	Each	
1	Whiteboard Duster, Non-Magnetic; 95 x 50 mm		Parrot	Each	240
2	Whiteboard Duster, Non-Magnetic; 95 x 50 mm		Treeline	Each	
3	Whiteboard Duster, Non-Magnetic; 95 x 50 mm		Artline	Each	
	DATA STORAGE				
1	USB Stick - 16 GB Removable flash drive		Axiz	Each	
2	USB Stick - 16 GB Removable Flash Drive		Kingston Datatraveler 50	Each	

3	USB Stick - 16 GB Removable Flash Drive		Sandisk Cruzer Blade	Each	1000
1	USB Stick - 32 GB Removable Flash Drive		Axiz	Each	
2	USB Stick - 32 GB Removable Flash Drive		Kingston Datatraveler 50	Each	
3	USB Stick - 32GB Removable Flash Drive		Sandisk Cruzer Blade	Each	120
	Clipboards, A4; Masonite, Bulldog Clip	Parrot		Each	180
	Binder Comb Element, Plastic, 90 Sheet, 12 mm		Various	Box of 25	5
	Binder Comb Element, Plastic, 120 Sheet, 16 mm		Various	Box of 25	4
	Binder Comb Element, Plastic, 170 Sheet, 20 mm		Various	Box of 25	25
	Clips, Bulldog 38 mm		Silver	Box of 12	70
	Clips, Foldback; No. 1; 19 mm		Black	Box of 12	130
	Clips, Foldback, No. 3; 32 mm		Black	Box of 12	150
	Clips, Foldback, No. 5; 51 mm		Black	Box of 12	100
	Folders, Presentation, A4, Crystal Clear Polypropylene Cover		Clear	Each	80
	Punch; Heavy Duty ; 2 Hole; 100 Sheet	Rexel Giant		Each	30

	Laminating Pouches, a3; 150 Micron; 100 Sheets		Clear	Pack	30
	Laminating Pouches, a4; 150 Micron; 100 Sheets		Clear	Pack	70
	Map Pins, 12 mm Long; 5 mm Round Head; 100/Pack		Various	Pack of 100	40
	Calculator Sharp EL334	Sharp		Each	130
	Pen, Rollerball, Metal, 0.7 mm	Pentel Energel BL17	Various	Each	1280
	Pop-Up Flags, Self-Adhesive; Sign Here; 50 Flags	Stick' N	Neon	1 x 50 flags	210
	Pop-Up Flags, Self-Adhesive; Sign Here; 50 Flags	Post-It	Neon	1 x 50 flags	
	Whiteboard; Magnetic; 1200 mm x 1000 mm, Slide-In Aluminium Pentray (450 x 35 mm) Anodised Aluminium Frame; Concealed Mounting (Wall Screws and Masonry Plugs Included)	Parrot		Each	4
	Whiteboard; Magnetic; 2000 mm x 1200 mm, Slide-In Aluminium Pentray (450 x 35 mm) Anodised Aluminium Frame;	Parrot		Each	

	Concealed Mounting (Wall Screws and Masonry Plugs Included)				
	Whiteboard; Non-Magnetic; 1000 mm x 1000 mm, Slide-In Aluminium Pentray (450 x 35 mm) Anodised Aluminium Frame; Concealed Mounting (Wall Screws and Masonry Plugs Included)	Parrot		Each	2

- **Additional Information**

- Stationery must not be of inferior quality
- Defects will be rectified by supplier at own costs

o You may use the UJ-provided quotation format or your own, but please do not change our standards; instead, add on options. **YOUR OWN QUOTATION FORMAT MUST BE CLEAR, AND WORDS OR SIMILAR MUST BE USED AS PER OUR REQUIREMENTS. PLEASE BE AWARE OF INDUSTRY TERMINOLOGY SO THAT WE CAN COMPREHEND YOUR OFFERS/QUOTED ITEMS.**