



*Mmogo re šomela diphetogo!*

**DEPARTMENT:**  
BUDGET AND TREASURY

### ADDENDUM

DATE: 16/11/2016

### SUPPLY & DELIVERY OF STATIONERY FOR A PERIOD OF THREE YEARS

DATE ADVERTISED: 06/11 /2016

PROJECT NO: LIM473/STATIONERY-1/16/17/032

#### Specification

| No | Description  | YEAR 1     |     |       | Unit Price |
|----|--|------------|-----|-------|------------|
|    |  | Unit Price | VAT | Total |            |
| 1  | Calculator Large size 130(W) X 195(H) 12digs desktop |            |     |       |            |
| 2  | Rewritable CD's Pack of 10                           |            |     |       |            |
| 3  | Mail-Opener  |            |     |       |            |
| 4  | USB 4GB  |            |     |       |            |
| 5  | Money Box  |            |     |       |            |
| 6  | Print Stick 43g                                      |            |     |       |            |
| 7  | Stapler  |            |     |       |            |
| 8  | Stapler Remover Heavy Duty Size 800 X 543 Pixel      |            |     |       |            |
| 9  | Staple Remover 600 X 471                             |            |     |       |            |
| 10 | Stapler Heavy Duty                                   |            |     |       |            |
| 11 | Staples 23/15  |            |     |       |            |
| 12 | Staples 23/17  |            |     |       |            |
| 13 | Staples 23/20  |            |     |       |            |
| 14 | Staples 23/24  |            |     |       |            |
| 15 | Staples No.56  |            |     |       |            |
| 16 | Order book A4 Triplicate with Municipal ( 50 Pages)  |            |     |       |            |

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# MAKHUDUTHAMAGA

## LOCAL MUNICIPALITY

### PHYSICAL ADDRESS

01 Groblersdal Road  
Jane Furse  
1085

### POSTAL ADDRESS

Private Bag X434  
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|    |  |  |  |  |  |
|----|--|--|--|--|--|
| 17 | Receipts slip A5<br>Triplicate with<br>Municipal ( 50<br>Pages)                    |  |  |  |  |
| 18 | Leave Books Size A4<br>,50 Pages with<br>Municipal Logo                            |  |  |  |  |
| 19 | Journal Book – Size<br>A4 Triplicate   |  |  |  |  |
| 20 | Section 341 Summons<br>books Triplicate 50<br>Pages                                |  |  |  |  |
| 21 | Written Notice to<br>Appear in Court Book<br>Quadruplicate                         |  |  |  |  |
| 22 | Section 54 Summons<br>Book Duplicate   |  |  |  |  |
| 23 | Case Register Books,<br>Size: A3   |  |  |  |  |
| 24 | Road Legislation<br>Manuals part 1 2 <sup>nd</sup><br>Edition by Alta<br>Swanepoel |  |  |  |  |
| 25 | Attendance Register<br>Z8(8194113) Size A4<br>with Municipal Logo                  |  |  |  |  |
| 26 | Register for files<br>opened - Size A3 with<br>Municipal Logo 100<br>Pages         |  |  |  |  |
| 27 | Register for files<br>issued   |  |  |  |  |
| 28 | Register for closed<br>files - Size A3   |  |  |  |  |
| 29 | Register for files<br>received - Size A3   |  |  |  |  |
| 30 | Register for<br>application of<br>position – Size A3                               |  |  |  |  |
| 31 | Drawing Register Size<br>A3  |  |  |  |  |
| 32 | Car Requisition Book<br>A4 Size Triplicate<br>with Municipal Logo<br>50 Pages      |  |  |  |  |
| 33 | Trip Requisition Book<br>A4 Size Triplicate  |  |  |  |  |

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|    |   |  |  |  |  |
|----|---|--|--|--|--|
|    | with Municipal Logo<br>50 Pages                         |  |  |  |  |
| 34 | Traffic Officer<br>Booklet – Size A6                    |  |  |  |  |
| 35 | Occurrence Book-<br>Daily activities<br>recording books |  |  |  |  |
| 36 | HP Q3960A   |  |  |  |  |
| 37 | HP Q3961A   |  |  |  |  |
| 38 | HP Q3962A   |  |  |  |  |
| 39 | HP Q3963A   |  |  |  |  |
| 40 | HP Q3964A   |  |  |  |  |
| 41 | HP Q5950A   |  |  |  |  |
| 42 | HP Q5951A   |  |  |  |  |
| 43 | HP Q5952A   |  |  |  |  |
| 44 | HP Q5953A   |  |  |  |  |
| 45 | Stamp Ink(<br>Endorsing)Black<br>50ml                   |  |  |  |  |
| 46 | HP Laserjet CE<br>400A                                  |  |  |  |  |
| 47 | HP Laserjet CE<br>401A                                  |  |  |  |  |
| 48 | HP Laserjet CE<br>402A                                  |  |  |  |  |
| 49 | HP Laserjet CE<br>403A                                  |  |  |  |  |
| 50 | HPCE 323A   |  |  |  |  |
| 51 | HPCE 322A   |  |  |  |  |
| 52 | HPCE 321A   |  |  |  |  |
| 53 | HPCE 320A   |  |  |  |  |
| 54 | Kyocera Ecosys FS<br>2100DN- Toner                      |  |  |  |  |
| 55 | 25mm Binders  |  |  |  |  |
| 56 | White A3 Papers(<br>Ream)                               |  |  |  |  |
| 57 | White Gloss Papers(<br>Ream)                            |  |  |  |  |
| 58 | Two quire Note<br>Books Size A4                         |  |  |  |  |
| 59 | Assorted A4 Hard<br>Papers ( Ream)                      |  |  |  |  |
| 60 | White A4 Printing                                       |  |  |  |  |

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|----|--|--|--|--|--|
|    | <b>Papers ( Ream)</b>                              |  |  |  |  |
| 61 | Assorted A4 Soft Colour Papers ( Ream)             |  |  |  |  |
| 62 | Artline 90 blue -                                  |  |  |  |  |
| 63 | Artline 90 Green                                   |  |  |  |  |
| 64 | Artline 700 black                                  |  |  |  |  |
| 65 | Artline black90                                    |  |  |  |  |
| 66 | Permanent Marker – Bullet Tip 2mm                  |  |  |  |  |
| 67 | Arch Files 70mm Black                              |  |  |  |  |
| 68 | Arch Files 70mm Red                                |  |  |  |  |
| 69 | Batteries Size AA                                  |  |  |  |  |
| 70 | Black Pens – Click Pens                            |  |  |  |  |
| 71 | Bostic 100g  |  |  |  |  |
| 72 | Folio Archive Container Kraft(Hard Paper)          |  |  |  |  |
| 73 | folio Archive Box Kraft                            |  |  |  |  |
| 74 | Jumbo document storage box                         |  |  |  |  |
| 75 | A4 Plastic Desk Letter Tray (Three Trays) Assorted |  |  |  |  |
| 76 | HP Laserjet CF 226A                                |  |  |  |  |
| 77 | Clip Board Size 9 inch X 12.5 inch                 |  |  |  |  |
| 78 | Samsung CLTK 407 Cy                                |  |  |  |  |
| 79 | Samsung CLTK 407 Ma                                |  |  |  |  |
| 80 | Samsung CLTK 407 Ye                                |  |  |  |  |
| 81 | Correction Pen(Tippex)                             |  |  |  |  |
| 82 | Plastic PVC File Divider – Size A4 (Alphabet)      |  |  |  |  |
| 83 | Envelopes C3( Box                                  |  |  |  |  |

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|     |  |  |  |  |  |
|-----|--|--|--|--|--|
|     | of 100)  |  |  |  |  |
| 84  | Envelopes C4( Box of 100)                            |  |  |  |  |
| 85  | Envelopes C5( Box of 100)                            |  |  |  |  |
| 86  | Eraser – 6.2X2X1 CM                                  |  |  |  |  |
| 87  | Exam pads Size A4 with Lines (80 Papes)              |  |  |  |  |
| 88  | File Fasteners ( Box) 80mm                           |  |  |  |  |
| 89  | Finger Print Ink 50ml                                |  |  |  |  |
| 90  | Flip Chart Paper A1                                  |  |  |  |  |
| 91  | Flip File – SizeA4 100 (Bulk pack)                   |  |  |  |  |
| 92  | Frosted Sheets Size A4                               |  |  |  |  |
| 93  | Highlighters – Size 2mm Assorted                     |  |  |  |  |
| 94  | HP CB541A Cyan Permanent Marker Assorted             |  |  |  |  |
| 95  | Board Colosso Red                                    |  |  |  |  |
| 96  | Board Colosso Black                                  |  |  |  |  |
| 97  | White Message Pad Size 10X10 cm                      |  |  |  |  |
| 98  | Pad-Ink 50ml   |  |  |  |  |
| 99  | Paint Brush 225mm                                    |  |  |  |  |
| 100 | Paint Brush 50mm                                     |  |  |  |  |
| 101 | Paint Brush 75mm                                     |  |  |  |  |
| 102 | Paint Brush 100mm                                    |  |  |  |  |
| 103 | Paper Clips(Big)Size                                 |  |  |  |  |
| 104 | Pencils  |  |  |  |  |
| 105 | Plastic Cover – Thick Texture                        |  |  |  |  |
| 106 | Extension cord 10m                                   |  |  |  |  |
| 107 | Samsung 105L   |  |  |  |  |
| 108 | Puncher Heavy Duty 150 Sheets Punch Capacity ( 80gsm |  |  |  |  |
| 109 |  |  |  |  |  |

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|-----|--|--|--|--|--|
|     | paper)   |  |  |  |  |
| 110 | File Divider (Jan – December) Plastic          |  |  |  |  |
| 111 | File divider (Monday-Friday)                   |  |  |  |  |
| 112 | Red Pens – Click pens                          |  |  |  |  |
| 113 | Red Secure Tape Size 3M                        |  |  |  |  |
| 114 | Stables 66/14                                  |  |  |  |  |
| 115 | Ring Reinforcement                             |  |  |  |  |
| 116 | Rubber Bands 100g                              |  |  |  |  |
| 117 | Ruler 30CM                                     |  |  |  |  |
| 118 | Samsung CLTK 407 Black                         |  |  |  |  |
| 119 | Scissors – Medium size                         |  |  |  |  |
| 120 | Self-Adhesive Labels                           |  |  |  |  |
| 121 | Big Sello Tape                                 |  |  |  |  |
| 122 | Spine Binders 15mm                             |  |  |  |  |
| 123 | Stop Watch – Ordinary                          |  |  |  |  |
| 124 | Scotch Tape 36mm X 3,6 m                       |  |  |  |  |
| 125 | USB printer cable – 3m                         |  |  |  |  |
| 126 | 16mm Binders                                   |  |  |  |  |
| 127 | 22mm Binders                                   |  |  |  |  |
| 128 | 6mm Binders                                    |  |  |  |  |
| 129 | Binding element 8mm                            |  |  |  |  |
| 130 | Binding element 10mm                           |  |  |  |  |
| 131 | Binding element 12mm                           |  |  |  |  |
| 132 | Stamp paid – see attached sample               |  |  |  |  |
| 133 | Stamp-finance stamp see attached sample        |  |  |  |  |
| 134 | Stamp-community services - see attached sample |  |  |  |  |

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|-----|---|--|--|--|--|
| 135 | Window Envelopes<br>Size 110x220 Pack of<br>100           |  |  |  |  |
| 136 | Network cables cat6<br>ce Grey Solid 5m                   |  |  |  |  |
| 137 | Arch files blue<br>70mm                                   |  |  |  |  |
| 138 | Plastic File Divider<br>1-12 tab                          |  |  |  |  |
| 139 | Plastic File Divider<br>A4 A-Z                            |  |  |  |  |
| 140 | Plastic File Divider<br>1 - 10                            |  |  |  |  |
| 141 | 8 Port network<br>switch                                  |  |  |  |  |
| 142 | Multi-plug with 5<br>plugs and 5 twin<br>plugs            |  |  |  |  |
| 143 | Binder Element<br>38MM                                    |  |  |  |  |
| 144 | Z20 files – A4 pack<br>of 20                              |  |  |  |  |
| 145 | Braile Paper – A3<br>size                                 |  |  |  |  |
| 146 | Laptop Lock Cable<br>– 2m with 4 dial<br>combination lock |  |  |  |  |
| 147 | CTP Spring Clip<br>Box File                               |  |  |  |  |
| 148 | Binding element<br>45MM                                   |  |  |  |  |
| 149 | Binding element<br>51MM                                   |  |  |  |  |
| 150 | HP LaserJet<br>CE410A Black                               |  |  |  |  |
| 151 | HP LaserJet<br>CE411A Cyan                                |  |  |  |  |
| 152 | HP LaserJet<br>CE412A Yellow                              |  |  |  |  |
| 153 | HP LaserJet<br>CE413A Magenta                             |  |  |  |  |
| 154 | HP LaserJet CF<br>210A Black                              |  |  |  |  |

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|-----|---|--|--|--|--|
| 155 | HP LaserJet CF 211A Cyan                            |  |  |  |  |
| 156 | HP LaserJet CF 212A Yellow                          |  |  |  |  |
| 157 | HP LaserJet CF 213A Magenta                         |  |  |  |  |
| 158 | HP LaserJet CF380A                                  |  |  |  |  |
| 159 | HP LaserJet CF381A                                  |  |  |  |  |
| 160 | HP LaserJet CF382A                                  |  |  |  |  |
| 161 | HP LaserJet CF383A                                  |  |  |  |  |
| 162 | HP LaserJet CF280A                                  |  |  |  |  |
| 163 | Clipboards-hard ones                                |  |  |  |  |
| 164 | Clutch Pencil 0.7mm                                 |  |  |  |  |
| 165 | HP Drum RC-4763<br>(Printer HP Color LaserJet 4700) |  |  |  |  |
| 166 | Deposit Book<br>Triplicate (ABSA 2341 BX)           |  |  |  |  |

NB: Price for Year 2 & 3 will be determined by Consumer Price Index (CPI)

**Bidders are advised to use this addendum for pricing and Ignore the one in the tender document**

Secretary

16/11/2016

Date

Chairperson

16/11/2016

Date

User Department

16/11/2016

Date

Municipal Manager

16/11/2016

Date

8 | (Approved/Disapproved)

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