


**Companies Tribunal
Stationery Procurement list**

DESCRIPTION	Measure Unit	Units
A4 attendance register	Single	5
File dividers - Numeric	Pack	10
Bright Project papers	Set	10
File dividers - Alphabetic	Pack	10
File dividers - Monthly	Pack	10
Finger cones	Pack	1 pack extra small and 1 pack medium
Lever arch files A4 large - (75mm)	Box	10 by 10 Boxes
Lever Arch file 80mm	Box	10 By 5 Boxes
Optiplan files - 425	Pack	100 units
Divider Strip Assorted colours 100pk	Pack	50 packets
A4 Carry Folder - Asstd	Single	10
Whiteboard marker	Pack	5 black, 5 red
Black pen - Gel	Box	2 boxes of 12 pens/box
Blue pen	Box	Small box bic pens
Red pen	Box	Small box bic pens
Permanent Markers	Single	10 black
Punch	Single	5
Staple Remover	Single	5
Pritt - Gluesticks - 43g	Single	10
Scissors	Single	10
Flash drives (USB) 32GIG	Single	5
Ruler 30cm	Single	5
Minute book	Single	5
Expanding files with window	Single	5
A4 photocopying paper	Box	50
Drawing Pins	Box	1 Box
Rubber Bands	Pack	1
Staplers	Single	5
HP Pencil Stadler	Box	1 box
Binding rings (1cm)	Pack	1 pack of 50
Binding rings (1.5cm)	Pack	1 pack of 50
Binding rings (2cm)	Pack	1 pack of 50
Binding rings (2.5cm)	Pack	1 pack of 50
Transparent (clear) binding covers	Pack	1 pack of 200
Transparent (clear) binding covers	Pack	1 pack of 200
Approve /Not Approved Goods/Services Received Stamp written: I confirm receipt of Goods/Services Name: _____ Signature: _____	Single	1
Approved /Not Approved Recommended/Not Recommended Reviewed/Checked (Space for comment) Signature: _____ 'Maletlatsa Monica Ledingwane Chief Operations Officer Date: _____	Single (Size 90mm by 30 mm)	1


D Ratlhogo: Finance Practitioner


S Mahlabane: Finance Manager


B Ramugadi: CFO