

Enter Reference Number

Enter RFQ Description

6. PRICING SCHEDULE

All prices must be inclusive of direct, indirect costs and VAT.

ITEM	Unit of Measure	QUANTITY	UNIT PRICE INCL. VAT	TOTAL PRICE INCL. VAT
A4 Hardcover Notebooks (approximately 210X297MM) 2 Quire (192 pages) 30 Units	Each	30		
Crystal Black Ballpoint Pens (5x in a pack)	Pack	15		
Clutch Pencils (0.5mm or 0.7mm)	Each	15		
Highlighters (Assorted 4-pack)	Pack	15		
Pack of Multi-Color Pens (10 in a Pack)	Pack	15		
Whiteboard Markers (Pack of 4)	Pack	4		
Sticky Notes (Assorted Sizes)	Each	15		
A4 Copy Paper (Box)	Box	10		
Screen cleaner (LCD Laptop displays)	Each	5		
Staplers (Medium)	Each	15		
Stapler Pins (Box of 1000)	Box	6		
Scissors (Office Grade)	Each	15		
Pins (Thumb Tacks / Drawing Pins)	Each	5		
A4 Polypropylene Index Divider, Board File dividers Bulk (10 Tabs) Set of 1 in a Pack	Pack	30		
Binder Clips (Assorted Sizes, Pack of 12)	Box	5		
Punch (2-hole)	Each	15		
Document Trays (Plastic Stackable)	Each	14		
Buff tape 48mm x 50m	Each	15		
Desk pad Calendar (A3)	Each	15		
Sharp Calculator 8 Digit	Each	15		
Digital Voice recorder 16GB Voice recorder with playback: USB Rechargeable (Smart Meeting Recorder) – Dimensions: 13D X 36W X 84 H		1		
Adjustable Laptop Stand Height Angle Dimensions: Top Plate: L26cm x W23cm Base/Bottom Plate: L20.5cm x W17cm Height Extendable: 15cm to 25cm from base/bottom plate (Color: Black).	Each	15		
Extension Cords (Multi-plug, 2m)	Each	2		

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Switched 4-way Multiplug with 2m Cord and 1x Type-C and 1x USB-A Charger	Each	2		
Pritt – (Glue Stick) Similar quality	Each	7		
GRAND TOTAL				