



REQUEST FOR TENDER FOR THE SUPPLY OF THE SRA OFFICE STATIONERY.

**For
THE SWAZILAND REVENUE AUTHORITY**

RFP No: SRA 2018/004

RFP Name: SRA Office Stationery

Tender Closing Date: Friday, 12 October 2018

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SECTION A - INTRODUCTION

Tenderers are requested to complete their proposals following the outline indicated in this document:

1. BACKGROUND

The Swaziland Revenue Authority (SRA) is a semi-autonomous revenue administration agency which has taken over this responsibility from Government.

The Authority acts within the broad framework of Government but outside of the Civil Service structures. The SRA was founded through the Revenue Authority Act No. 1 of 2008 and was duly declared operational on the 1st of January 2011.

Initially the entity has taken over the Government Departments of Taxes and that of Customs and Excise, and will gradually takeover the administration of other Revenue related Laws as set out in the founding Act.

This Tender is for the Supply of the Swaziland Revenue Authority Office Stationery. Tenderers are requested to complete their proposals following the outline indicated in this document and by inserting their pricing on the listing template as attached in section F of this document.

Participating Companies

All interested companies that have relevant experience and capacity to supply the goods or services as specified.



SECTION B: SCOPE OF TENDER

The primary objective of this Request for Tender (RFT) is to select a vendor that will supply SRA Office Stationery as specified in Section F by entering into a supply contract that will be for a period of twelve months. However, SRA reserves the right to award the tender to more than one (1) supplier. SRA's goal is to create and implement a relationship with the selected supplier(s) based on mutual benefits and long term advantages that are reasonable to both parties. Commitment to after sales service and support by the selected vendor is of utmost importance.

SECTION C: TERMS AND CONDITIONS OF TENDER

1. The SRA is seeking reliable, financially stable vendors who can meet its stringent cost, quality and service requirements.
2. The tender document as well as all other correspondence and documents relating to the tender exchanged by the tenderer and the SRA, shall be written in the English language.
3. Tenderers should double check the prices quoted for accuracy before submitting their tender documents. Under no circumstances will the SRA accept any request for price adjustment on grounds that a mistake was made in the tendered prices.
4. To assist in the examination, evaluation and comparison of tenders, the SRA may, at its discretion, ask the tenderer for a clarification on any part of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
5. By submission of the tender, the Tenderer implicitly certifies that:
 - the prices in the tender have been arrived at independently without consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices, with any other Tenderer or competitor;



- Unless otherwise required by law; the prices quoted in the tender have not knowingly been disclosed by the Tenderer and will not knowingly be disclosed, directly or indirectly, to any other Tenderer or competitor until he has been informed of the results of the Tender.
 - no attempt has been made or will be made by the Tenderer to induce any other tenderer or competitor to submit or abstain from submitting a tender for the purpose of restricting competition.
6. The SRA does not bind itself to accept the lowest or any tender nor give any reason for the acceptance or rejection of a tender. The SRA may accept a tender for a part of the quantity offered or reject any tender without assigning any reason.
 7. Acceptance or rejection of tender offer will be communicated by a formal acceptance or rejection letter sent by fax, email and or normal post, directly to the tenderer. An acceptance by such letter will not mean the SRA is binding itself to an agreement. The SRA shall only be bound under the agreement once the terms and conditions of the contract are agreed between the parties. Failure to agree thereto for a period exceeding thirty (30) days will render the whole tender transaction *void ab initio*.
 8. The offers shall be deemed to be under consideration immediately after the tender closing date until the SRA makes an official award of contract. Whilst the offers are under consideration, Tenderers and or their representatives or other interested parties are advised to refrain from contacting the SRA by any means. If necessary, the SRA will obtain further clarifications on the offers by requesting for such information from any or all the tenderers, either in writing or through personal contacts, as may be considered necessary. The SRA reserves the right to eliminate from the evaluation a tenderer contravening this provision.
 9. Tenderers will not be permitted to change the substance of their offers after the tender box has been opened. Tenders may modify or withdraw their bids after submission, provided that written notice of the modification is received by the SRA prior to the deadline for its submission. A withdrawal notice may also be sent to procurement@sra.org.sz, but followed by a signed confirmation copy.

The changes or modifications shall be initialled in black ink.

No Bids/Tender Document may be modified after the deadline for submission of Bids.
No Bids/Tender Document may be withdrawn in the interval between the deadline for submission of Bids and the expiration of its validity.



10. SRA reserves the right to modify, or change the specifications or even cancel the tender before the tender opening and such modifications or changes will be communicated to the tenderers in advance as and when decided.
11. Participation in this tender process, or in relation to any matter concerning the tender, will be at the tenderer's sole risk, cost and expense. SRA will not be responsible in any circumstance for any costs or expenses incurred by any tenderer in preparing or lodging a tender or in taking part in the tender process or taking any action related to the tender process.
12. Signed tender documents must be submitted by placing them in a suitably large sealed envelope showing Tender name & Tender Number so as to ensure the contents cannot fall out or be viewed without opening the envelope.
13. Nothing shall prevent the SRA from conducting a diligence search of the business of the Tenderers.
14. Each page of the offer must be numbered consecutively, bear the tender number, signed and stamped by the Tenderer at the bottom. A reference to the total number of pages comprising the offer must be made at the top right hand corner of the first page.
15. The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialled by the person or persons signing the tender.
- 16. Tenders submitted by Fax, Telex or e-mail will not be accepted.**
17. Completed Tender documents must be placed in the Tender Box situated at the **Swaziland Revenue Authority, Ground Floor Reception, Sibekelo Building 2, before 12h00 Noon on Friday, 12 October, 2018.**
18. Tenders or any part thereof received after the stipulated closing date and time will not be accepted. No tender may be modified after the deadline for submission of tenders.
19. Tenders will be opened from 12h01pm on the date of closing at the SRA Meeting Room, 2nd Building, Mbabane Office Park. Tenderers are invited to attend the Tender Opening Meeting for which they will be informed if there are changes on the date. The bid price will be read and recorded in the presence of all the Tenderers or their representatives present during the opening. However, tenders may be opened even if Tenderers or their representatives are not present at the scheduled time. Each Tenderer and the eventual contract holder agree to be bound by the laws of Swaziland and shall be subject to the Courts of the country. Each Tenderer shall indicate a place



in Swaziland and specify it in the Tender as his domicilium, where all notifications may be served on him.

20. The SRA requires that Tenderers observe the highest standard of ethics during the procurement process and execution of contracts. When used in the present regulations, the following terms are defined as follows;

20.1 “**corrupt practice**” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a company official in the procurement process or in contract execution; and

20.2 “**fraudulent practice**” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of SRA, and includes collusive practice among tenderers (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive SRA of the benefits of free and open competition; SRA will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being blacklisted from procurement at SRA.

20.3 Tenderers and their officers, employees, agents and advisers must not engage in any collusion, anti-competitive conduct or any other similar conduct with any other Tenderer or any other person in relation to the preparation or submission of tenders. In addition to any other remedies available under any law or any contract, the SRA may at its sole discretion immediately reject any tender submitted by a tenderer that engaged in any collusive tendering, anti-competitive conduct or any other similar conduct with any other tenderer or any other person in relation to the preparation or submission of Tenders.

20.4 Any collusion amongst Tenderers or between Tenderers and SRA personnel is forbidden and discovery of any such act will disqualify the Tenderer(s) and result in disciplinary action against the SRA employee.

The tender, or contract if it has been concluded already, will be declared invalid if SRA determines that the Tenderer, or any person acting on his behalf, has offered, promised or given a bribe, gift or other inducement to an officer or employee of SRA with the intention of influencing the award of the contract.

20.5 The tenderers must disclose, if they or any of their sub-contractor(s):



- are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or financial standing.
- Have been convicted of any offence relating to professional misconduct.
- Has not fulfilled any obligations relating to the payment of taxes in Swaziland.
- Disclosure extends to any company in the same group of a tenderer (including but not limited to parent subsidiary and sister companies, and companies with common shareholders whether direct or indirect and parties with whom the tenderer is associated, in respect of this tender).

21. The Tenderer should provide satisfactory evidence acceptable to SRA to show that:
- 21.1 It is a reputable company who has adequate technical knowledge, professional qualification, and wide experience in Office Stationery.
- 21.2 It has adequate financial stability and status to meet the stipulations under the contract. It is financially solvent and without current judgments or any other financial background which could prevent it from operating bank accounts, raising finance and conducting other activities which are essential to the running of a business.
- 21.3 It has an adequately qualified and experienced team assigned for the work under this tender.
22. The tender shall remain valid and open for acceptance by SRA for not less than ninety (90) days after the submission of tenders.
23. A tender document submitted by a joint venture (JV) of two or more companies must be accompanied by a document forming the joint venture; duly registered and authenticated by a notary public or other official deputed to witness sworn statements, in which precisely defined the conditions under which the joint venture will function, its period of duration, the persons authorized to represent it and obligated thereby, the participation of the several companies forming the joint venture, and any other information necessary to permit a full appraisal of its function. The JV agreement should be submitted with the tender documents.
24. Tenderers are advised to provide all relevant information as required.
25. Any document submitted in reply to the Invitation to Tender shall become the property of the SRA. SRA will use commercially confidential or proprietary information solely for the purpose of the evaluation of tenders and the selection of a suitable contractor.
26. Figures should not be altered or erased; any alteration should be effected by striking through the incorrect figures and inserting the correct figures in ink above the original figures. All such amendments should be initialled by the Tenderer in ink.



27. Arithmetical errors will be rectified only if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity. In such case, the unit price shall prevail, and the total price shall be corrected. If the tenderer does not accept the correction of the errors, his tender will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
28. SRA will award the contract to the tenderer whose tender has been determined to be substantially responsive to the tender documents and who has offered the best evaluated tender price, provided that, such tenderer has demonstrated the capability and resources to complete the contract, and has offered the appropriate equipment and experienced personnel for the intended operation.
29. An intention of notice to award will be issued to the tenderer after the tender evaluation process.
30. Tenderers must provide the following information in two sets; one in hard copy and the other in a soft copy (scanned format);
- A. Company profile.
 - B. Technical and Financial proposals
 - C. A certified copy of Labour Compliance Certificate
 - D. An Original Copy of Tax Compliance Certificate.
 - E. A certified copy of Trading License.
 - F. A copy of the Tenderers Company audited annual financial statements for the past three years or since inception.
 - G. Names and Contact Details of at least three (3) reference customers
 - H. Completed Price Listing as per Section F of the Tender Document.
 - I. Statement of Joint Ventures/Partnerships (if any)
 - J. Police Clearance of two Company Directors

Proposals must be submitted in two separate envelopes

31. If the tenderer has any doubts as to the meaning of any portion of this document, he should set out in his covering letter the interpretation on which he relies.
32. The onus is on tenderers to furnish sufficient information for a full technical and financial evaluation of offers.
33. The SRA reserves the right at any point of the tender process, to disqualify any non-compliant tender proposal (i.e. proposals failing to meet the terms of these instructions) received;
34. The SRA reserves the right to require a performance guarantee for any upfront payment required by the vendor.



35. Tender prices must clearly reflect separately all taxes to be charged.

36. Any query in connection with the Tender or the Invitation to Tender shall be submitted in writing to: procurement@sra.org.sz not later than 6 October 2018

SECTION D : TENDER EVALUATION PROCESS AND CRITERIA

Tenders shall be evaluated using, but not limited to the following tender evaluation criteria:

There are five components in the tender evaluation process, four of which are non-financial and the last one being financial. These are set out below:

Please note the following:

- A tender which obtains less than 50% of the total points allocated to Criteria 1 - Responsiveness to Tender Assessment shall be deemed to be non-responsive and eliminated from further evaluation.
- A tender which obtains less than 70% of the total points allocated to Criterion 2 to 4, Resources and Capability Assessment, Risk Assessment, and Promotion of Swazi Business; shall be deemed to be non-responsive and eliminated from further evaluation.

1. Responsiveness of Tender Assessment

This will determine whether:

- all required documentation and information has been submitted;
- all the tenders have been appropriately signed and authorised;
- the document has been submitted in the correct format; and
- The correct number of legible copies has been submitted.

2. Resources and Capability Assessment



This will address the experience of the Tenderer as well as the capability and qualifications of the key personnel who will be operating under the contract, including the management and supervisory back up. Where appropriate, reference checks are essential and must cover aspects such as:

- a. The Tenderer's track record: i.e. past performance of similar contracts; industry knowledge; company profile
- b. The availability of trade references (A list of at least three suitable references is to be provided to support this process);
- c. Tenderers financial capability to undertake project of this magnitude (ascertained through a three years audited financial statement.
- d. Tenderers delivery timelines upon receipt of purchase order.

3. Risk Assessment

The assessment will establish all risk factors that may be prejudicial to the SRA and performance of the contract. This may include ascertaining the integrity and general conduct in business dealings, professional conduct of the tenderer's directors and senior management; compliance with the law and encumbrances which may hinder due performance under the contract. This may involve investigations into whether any of the directors and senior managers have criminal records in connection with corruption, fraud, theft or forgery; financial track record of the tenderer, etc.

4. Promotion of Swazi Business

This criterion shall determine the extent to which ownership of the business is vested in Swazi citizens and/or the extent to which the Tenderer will:

- a. Encourage Swazi citizens to be involved in business;
- b. Improve levels of Swazi citizens' participation in SRA business;
- c. Enhance economic development for Swazi citizens;
- d. Increase the numbers and types of Swazi business activities in the area;
- e. Promote opportunities for employment of Swazi citizens and
- f. Promote business enterprise development for Swazi citizens.

Where the scope of the works is of a highly specialised nature or the successful Tenderer is non-Swazi, the SRA shall negotiate with the successful Tenderer to sub-contract or partner with a service provider who is a Swazi citizen.



5. Financial Criteria

This will be based on the following:

- Unit Pricing / Costs for each commodity in Emalangeneni
- Payment terms and Conditions
- Clear reflection of taxes

Tender prices must clearly reflect separately all taxes to be charged.

EVALUATION CRITERIA AND WEIGHTINGS

Non Price Elements: Criteria and weightings are summarised below;

Criteria Elements and Weightings	Weightings Total
<p>1. Responsiveness of Tender</p> <ul style="list-style-type: none"> • all required documentation and information has been submitted; <p>The following weightings shall apply:</p> <p>A. Checklist as attached in Section E of this document. (1) B. Company profile (1) C. Financial proposal (1) D. Labour Compliance Certificate(1) E. Original Copy of Valid Tax Compliance Certificate (2) F. Certified Copy of Valid Trading License (2) G. Company audited annual financial statements for the past 3 years or since inception. (2) H. Names and contact details of at least three reference customers (1) I. Police Clearance of two Company Directors (1)</p> <ul style="list-style-type: none"> • all the tender documents have been appropriately signed and authorised; (1) • the document has been submitted in the correct format; (1) • The correct number of legible copies has been submitted. (1) 	<p>15</p>



<p>2. Resources and Capability</p> <ul style="list-style-type: none"> • Reputation/brand/size of Tenderer; (10) • Delivery timelines, (5) • Financial capacity to supply the products [based on audited financial statements]; (10) • Trade references - letters from clients of relevant/similar tender (5) 	30
<p>3. Risk Assessment</p> <ul style="list-style-type: none"> • All risk factors which may be prejudicial to SRA and performance of the contract, including but not limited to availability of resources (human, financial or suitable equipment for the tender) or extent of the Tenderer's commitment in other projects; (2) • Size of the tender in relation to the size of the company in order to determine the ability to complete the tendered works; (2) • Ascertaining the integrity and general conduct in business dealings, professional conduct of the Contractor's directors and senior management; (2) • Compliance with the law; e.g. tax laws (2) • Circumstances which may expose SRA and hinder due performance under the contract, e.g., criminal records in connection with corruption, fraud, theft or forgery by the contractor's directors and management etc. (2) 	10
<p>5. Swazi Business Promotion</p> <ul style="list-style-type: none"> • Degree to which ownership of business vests with Swazi citizen; (5) • Degree to which business is managed by Swazi citizen. (5) • Extent to which the Tenderer will: <ul style="list-style-type: none"> – Encourage more Swazi citizens to be involved in business; – Encourage the impartation of technical and business skills to Swazi citizens; – Improve levels of Swazi citizens participation in SRA business; – Promote opportunities for employment of Swazi citizens; (5) 	15
<p>6. Financial</p> <ul style="list-style-type: none"> • Unit Pricing / Costs for each commodity in Emalangeni • Payment terms and Conditions • Clear reflection of taxes 	30



SECTION E : SUBMISSION CHECKLIST

REQUIREMENT	AVAILABLE / NOT AVAILABLE (Please tick - √ or cross – x as appropriate)
A. Submission checklist	
B. Company profile	
C. Financial Proposals	
D. Labour Compliance Certificate	
E. A certified copy of a Trading Licence	
F. An Original copy of Tax Compliance Certificate	
G. A copy of the tenderers audited financial statements for the past three years or since inception	
H. Names and contact details of at least three (3) reference customers	
I. Completed Price Listing as per Section F of tender document	
J. Soft Copy	
K. Statement of joint ventures/partnerships (if any)	
L. Police Clearance of Company Directors	

NB: Please submit checklist attached on the first page of tender documents. The documents must follow the sequence on the checklist.



DECLARATION OF ELIGIBILITY

[The service provider must provide a signed declaration on its company letterhead in the following format. If the Proposal is being presented by a joint venture or consortium all members must each sign their own declaration.]

[>>>Name of the contractor, Address, and Date>>>]

*To: The Commissioner General, Swaziland Revenue Authority, Sibekelo Building 2 Mbabane office
Park P.O. Box 5628, Mbabane*

Dear Sirs,

Re Tender Reference: **RFT 2018/004**

We hereby declare that:-

- (a) We, including any joint venture partners or consortium partners, are a legal entity and have the legal capacity to enter into the contract;
- (b) We are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended, and we are not the subject of legal proceedings for any of the foregoing;
- (c) We have fulfilled our obligations to pay taxes and social security contributions;
- (d) We have not, and our directors or officers have not, been convicted of any criminal offence related to our/their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a contract within a period of five years preceding the commencement of the procurement proceedings; and
- (e) We do not have a **conflict of interest** in relation to the procurement requirement.

Signed

Authorised Representative

Date



FINANCIAL PROPOSAL SUBMISSION FORM

[Note to service providers: This Financial Proposal Submission Form should be on the letterhead of the vendor and should be signed by a person with the proper authority to sign documents that are binding on the entity. It should be included by the bidder in its financial proposal.]

[>>>Location>>>]

[>>>Date>>>]

Procurement Reference No: [>>>insert Tender Reference number>>>]

To: *The Commissior General, Swaziland Revenue Authority, Sibekelo Building2 Mbabane Office Park, P.O. Box 5628 Mbabane*

Dear Sirs:

We, the undersigned, declare that:

- (a) We offer to provide the consulting services for [>>insert a brief description of the Services>>] in conformity with your Request for Tender and our technical and financial proposals;
- (b) The schedule of prices of our proposal is attached.
- (c) Our proposal shall be valid for a period of [>>specify the number of calendar days>>] days from the date fixed for the proposal submission deadline in accordance with the Request for Tender, and it shall remain binding upon us, subject to any modifications resulting from negotiations, and may be accepted at any time before the expiration of that period;
- (d) We understand that you are not bound to accept any proposal that you receive;

Dated on _____ day of _____, _____ *[insert date of signing]*

Name: *[insert complete name of person signing the proposal]*

In the capacity of *[insert legal capacity of person signing the proposal]*

Signed: *[signature of person whose name and capacity are shown above]*

Duly authorised to sign the proposal for and on behalf of: *[insert complete name of Tenderer]*



SECTION F - PRODUCT SPECIFICATIONS AND PRICE LIST

No.	Description	Unit of Measure	Unit Price -(E) Before Tax
1	A4 Photocopying Papers White	Box	
2	A3 Photocopying paper	Box	
3	B5 Brown Envelopes	Box	
4	110 x 220 brown window envelopes	Box	
5	110 x 220 brown window envelopes	Box	
6	Bostic 100g	Each	
7	Paper card folders	Pack	
8	Hard Cover card	Each	
9	Officemate A4 Carbon paper (100s)	Pack	
10	Clip files	Each	
11	Lever Arch files with index	Each	
12	Hard Cover Bantex files(1450)	Each	
13	Create a file White	Each	
14	Bantex Create a cover A4 Folder - B321	Each	
15	Tidy files 074001- 300/box	Box	
16	File dividers alphabetical(10 sets)	Pack	
17	File Fasteners (50 per box)	Box	
18	File dividers plain(10 sets)	Pack	
19	Tidy files numerical tabs ref 13005 (10s)	Each	
20	Tidy files numerical tabs ref 013011 (10s)	Each	
21	Optiplan 653 file dividers (10s)	Pack	
22	Optiplan 653 file dividers cream A4 90g (50s)	Pack	
23	Optiplan 450 H/W Expanda (25s)	Pack	
24	Glue Stick - Pritt - 35 g	Each	



25	Highlighter	Box	
26	Markers permanent	Box	
27	White board markers (12s)	Box	
28	Paper cube holders	Each	
29	Paper cube refills	Box	
30	HB Pencils(12)	Box	
31	Plastic binding sheeting (100s)	Pack	
32	Rulers 30 cm	Each	
33	Scissors	Each	
34	Pencil Sharpener	Box	
35	Stamp pads	Each	
36	Staple remover	Each	
37	Sticky note 76 x76mm	Each	
38	Stick 'n - pop up flags set - rainbow colours	Each	
39	Thermal rolls - Branded (SRA Water Mark)	Box	
40	Colosso Tippex bottles (12s)	Box	
41	Treasury bags 76mm (100s)	Each	
42	Gemme Staples 26/6	Each	
43	Rexel Giant Stapler, 100 sheets	Each	
44	Bantex Stapler medium 9343	Each	
45	Staples Gemmes H/Duty , 5000's 23/15	Each	
46	Staples Gemmes H/Duty , 5000's 23/23	Each	
47	Paper clips 33mm	Box	
48	Paper clips 50mm	Box	
49	Fold back paper clips- 19mm	Each	
50	Fold back paper clips- 32mm	Each	
51	Fold back paper clips - 41mm	Each	
52	Fold back paper clips - 51mm	Each	
53	Bic Clic pens black (60s)	Box	
54	Bic Clic pens blue (60s)	Box	
55	Bic Clic pens red (60s)	Box	
56	Tree line sticking desk Pen with chain	Each	
57	Stamp pad ink black 30 ml (12s)	Pack	
58	32 Rubber bands 100g	Box	
59	Eraser	Each	
60	Desk pads	Each	



61	2 quire exercise books - feint & margin	Each	
62	Message Note books	Each	
63	Note pads A5 spiral (10s)	Pack	
64	Sellotape medium	Each	
65	Sellotape small	Each	
66	Sellotape large	Each	
67	Masking tape	Each	
68	Suspension file	Box	
69	Computerized receipts - 2 part	Box	
70	8 digit Reineer numbering machine	Each	
71	10 digit calculator EL 334 F sharp	Each	
72	12 digit calculator EL Sharp series	Each	
73	14 digit calculator EL- 145 A	Each	
74	Bantex puncher 9303 -two hole	Each	
75	Bantex puncher 9730 - two hole	Each	
76	Heavy duty puncher Gemme 9378 - 65 sheets	Each	
77	Flip chart	Each	
78	Tenacia carbon film (100s)	Box	
79	Bantex 3 tier stacking trays + raisers	Each	
80	Bantex 1 tier stacking trays	Each	
81	Treasury bags small (100s)	Each	
82	Treasury bags medium (100s)	Each	
83	Treasury bags large (100s)	Each	
84	Tree line Accessible file (4s)	Pack	
85	Slide binders 5mm (12s)	Pack	
86	Slide binders 10 mm (12s)	Pack	
87	Slide binders 15mm (12s)	Pack	
88	Slide binders 5mm (25s)	Pack	
89	Slide binders 10 mm (25s)	Pack	
90	Slide binders 15mm (25s)	Pack	
91	Cash box 10 inch	Each	
92	Cash box 8 inch	Each	
93	Metal Suggestion box 360x200x200	Each	

