



Companies and Intellectual
Property Commission

a member of the dti group

CIPC GENERAL STATIONARY ITEMS

Stationery List	UOM	Unit Price
Band Rubber - no.19	Bx	
Band Rubber - no.32	Bx	
Clips Foldback 19mm	Bx/12	
Clips Foldback 51mm	Bx/12	
PC cleaning spray	Ea	
PC screen wipes	Ea	
Window envelopes (medium)	Bx	
Brown envelopes (Large)	Bx	
Envelope Letter Opener	Ea	
Whiteboard Eraser	Ea	
File dividers - A4 (1/10) PVC	Set	
File dividers - A4 (A-Z) PVC	Set	
File Dividers (1-20) PVC	Set	
File Duraplus File covers - Black (2579)	Ea	
File Duraplus File covers - Blue (2579)	Ea	
File Duraplus File covers - Green (2579)	Ea	
File Duraplus File covers - Grey (2579)	Ea	
File Duraplus File covers - Red (2579)	Ea	
File Duraplus File covers - White (2579)	Ea	
File Duraplus File covers - Yellow (2579)	Ea	
File 2 Ring 60mm Overlay PVC white	Ea	
File Ringbinder 2 ring PVC Overlay - 25mm white	Ea	
Lever arch file 70mm (Hardboard cover)	Ea	
Close bag files and Sorter(ready sorter-A-Z)	Ea	
Adhesive glue (office paste)250ml	Ea	
Adhesive glue : Pritt 22g	Ea	
Photocopier Paper White -A4, 80GM	Bx	
A3 Photocopy paper (81/170468)	Bx	
Paper Carton (A4): 160gsm - buff	Pk/100	
Paper Carton (A4): 160gsm - gold	Pk/100	
Paper Carton (A4): 160gsm - light blue	Pk/100	
Paper Carton (A4):160gsm - Yellow	Pk/100	
Paper Carton(A4): 160gsm - Pink	Pk/100	
Paper Carton(A4): 160gsm - white	Pk/100	
Paper binders 76mm (649)	Bx	
Paper binders 32mm (645)	Bx	
Paper clips: 50 mm	Bx	

Stationery List	UOM	Unit Price
Paper clips: 33mm	Bx	
Highlighter – blue	Ea	
Highlighter – green	Ea	
Highlighter – orange	Ea	
Highlighter – pink	Ea	
Highlighter – yellow	Ea	
Marker White Board (Green)	Ea	
Marker White Board (Black)	Ea	
Marker White Board (Blue)	Ea	
Marker White Board (Red)	Ea	
Marker Permanent marker (Artline 70) – red	Ea	
Marker Permanent marker (Artline 70) – black	Ea	
Marker Permanent marker (Artline 70) – blue	Ea	
Pen - black (medium) crystal	Ea	
Pen - fineliner (black) Pilot	Ea	
Pen - fineliner (red) Pilot	Ea	
Pen - red (medium) crystal	Ea	
Pens-Tippex Correction Pen Staedtler	Ea	
Pencil HB (Staedtler)	Ea	
Sellotape - 50mX50mm - clear	Ea	
Rexel Staple Machine: Standard	Ea	
Stapler Machine Giant (Acco Rexel Gladiator) No 23	Ea	
Giant Rexel Stapler machine (No.66)	Ea	
Staples Remover	Ea	
Rexel Staples - 26/6 (Standard)	Bx	
Rexel Staples 66/11	Bx	
Rexel Staples 23/13	Bx	
Rexel Staples 66/14	Bx	
Eraser pencil	Ea	
Fingercones "0"	Pk/10	
Fingercones "1"	Pk/10	
Ink Trodat 7011 Black	Ea	
Post it flags assorted (25,4mmX43,2mm)	Ea	
Plastic pockets (with hole)	Pk	
Post-it pads - 76mm x 76mm	Pd	
Prestik	Ea	
Pencil sharpner 1 hole steel	Ea	
Punch UNO SENIOR two hole heavy duty Wood base	Ea	
Punch 2 hole (Standard)	Ea	
Rulers 30cm	Ea	
Scissor - 215 mm	Ea	
Tags Indian - 89mm (Treasury tags: Lace files)	Bx	

Ink Trodat 7011 Red	Ea	
UNO One Hole Heavy Duty Punch	Ea	
Lamination Pouch A4	Ea	
Lamination Pouch A3	Ea	
WINDOW ENVELOP MEDIUM 110 X 220MM	Box	
LARGE ENVELOP 324 X229 MM	Box	
LABELING PAPERS 50 X 25 MM WHITE MATT	Pack	
English Dictionary	Ea	
Note Book, A5 & A4	Ea	
Counter	Ea	
In-Trai & Out-Trai	Ea	
Portable white board	Ea	
TOTAL		