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C3.1	<i>Purchaser's</i> Goods Information	
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## C3.1: *PURCHASER'S* GOODS INFORMATION

### 1 Overview and purpose of the *goods and services*

The supply and delivery of stationery on an as and when required basis for a period of three (3) years

SCISSORS:STRAIGHT;LG 210 MM;85 MM;SS	20	EA
PENCIL:GRAPHITE LEAD;HB;BLACK;1221	60	EA
PAPER BOND:A4;GREEN LIGHT;SHEET;80 G/M2	1	EA
RULER:30 CM;PLASTIC	24	EA
SHARPENER PNCL:2	20	EA
MARKER FELT TIP:HIGHLIGHTERS WALLET	179	EA
BOOK EXRCS:2 QUIRE;A4;192;HARD;PAPER	960	EA
FOLDER:PVC;A4;CARRY;ASSORTED;PLASTIC	382	EA
FOLDER FILE:BANTEX;A4;PVC;DARK BLUE	270	EA
ERASER RUBR:SYNTHETIC;60 X 20 MM;WHITE	23	EA
PAPER BOND:A3;WHITE;SHEET;80 G/M2;REAM	1 106	EA
PAPER BOND:A3;WHITE;SHEET;80 G/M2;REAM	3 268	
CLIP PPR:LG 50 MM;STL	70	
CLIP PPR:LG 76 MM;STL	50	
FASTENER FILE:TWINCLIP;80 MM;STEEL	1	EA
POCKET VSB INDX FILE:DOCUMENT;A4;CLEAR	50	EA
CLIP PPR:LG 25 MM;STL;6540	1	EA
BINDING ELEMENT COMB:A4;21;10 MM;WHITE	1	EA
BINDING ELEMENT COMB:A4;21;12 MM;WHITE	1	EA
STAPLE:PAPER;WD 12 X LG 5 X THK 0.5 MM	120	EA
PENCIL MECH:CLUTCH CUSHION POINT;0.5 MM	166	EA
MARKER FELT TIP:WHITEBOARD;RED;BROAD	60	EA
TAPE EMBSG:BLACK ON WHITE;12 MM;3 M	144	EA
LEAD PNCL:0.7 MM;HB;12	110	EA
BOOK REC:SHORTHAND NOTE, STENO PAD	746	EA
PAD DESK:STICKY NOTES;SQ 76 MM;YELLOW	106	EA
BOOK:INDEX;NOTES;A5 MM;HARD;192	680	EA
BOOK:EXAM PADS;NONE;100	36	EA
PEN BALL PNT:BLG2 PILOT;1.0 MM;BLACK	596	EA
BATT DCELL:ALKALINE;9 VDC	360	EA
BATT DCELL:ALKALINE;1.5 VDC;AA;FLAT PIN	600	EA
BATT DCELL:ALKALINE;1.5 VDC;AAA	600	EA
STAPLE	15	EA
MARKER FELT TIP SET:WHITEBOARD WALLET	46	EA
MARKER FELT TIP:PERMANENT;BLACK;CHISEL	30	EA
CLEANER:COMPUTER;FOAM AEROSOL;CAN 375 ML	3	EA
PEN BALL PNT:PENTEL CLICK;1.0 MM	15	EA
PEN:PENTEL 0.3 MM LINE;BLACK	15	EA
PEN BALL PNT:REFILLABLE;M;BLUE;LIQUID	15	EA
POUCH:LAMINATING;54 X 86 MM;PVC, CLEAR	9	EA
BAND ELSTC:WD 3 MM;LG 150 MM;NATURAL	3	EA
BATT DCELL:ALKALINE;1.5 VDC;AA;FLAT PIN	8	EA
BATT DCELL:ALKALINE;1.5 VDC;AAA	6	EA
CLIP PPR:GEM;LG 33 MM;STL;ASSORTED	4	EA

CLIP PPR:GEM;LG 50 MM;STL;COLORED	4	EA
DIVIDER INDX:PVC;FILE 10 TAB;A4	9	EA
DIVIDER INDX:PVC;JAN-DEC;A4	9	EA
TAPE ADHSV:SEALING;24MM X 66M;POLYTHENE	3	EA
FILE STNRY:ARCH LEVER 1451;40 MM;PVC	18	EA
LABEL:FLAGS, POST IT;3M;4 COLORS;BLANK	10	EA
LABEL:FLAG;WD 12 X LG 45 MM;ASSORTED	8	EA
PAD CHRT:FLIP;WD 590 X LG 840 MM;WHITE	2	EA
ADHESIVE:GLUE STICK;TUBE 40 G	4	EA
ADHESIVE:PRESTIK;100 G	2	EA
MARKER:SIGN PEN;BLACK	4	EA
MARKER FELT TIP SET:WHITEBOARD WALLET	8	EA
REFILL MEMO CUBE:POP UP POST IT;ASSORTED	30	EA
TAPE ADHSV:SEALING;24MM X 66M;POLYTHENE	23	EA
PEN CORCTN:WHITE;FINE;18 ML;TIPPEX	3	EA
REMOVER STPL:CLAW;METAL AND PLASTIC	3	EA
STAPLE:REXEL STAPLES STANDARD;NO 56;STL	4	EA
CLEANER:WHITE BOARD PARROT;LIQUID;250 ML	24	EA
FOLDER:PRESENTATION 3210;A4;CARRY	12	EA
PEN BALL PNT:BLACK	18	EA
PEN BALL PNT:PENTEL CLICK;1.0 MM	30	EA
PAD WRTG PPR:TELEPHONE MESSAGE;ASSORTED	6	EA
LEAD PNCL:0.5 MM;HB	50	EA
PEN BALL PNT:SUPER GRIP RETRACT;0.7 MM	90	EA
STAPLE:HEAVY DUTY;23/6;WD 6 MM	20	EA
MARKER FELT TIP:PERMANENT;ASSORTED	36	EA
PAD WRTG PPR:EXAM PUNCH;A4;BLACK;80;YES	100	EA
BATT DCELL:ALKALINE;9 VDC;COPPERTOP	20	EA
ERASER BRD:DUSTER, WHITEBOARD	20	EA
SHREDDER OFFC:PAPER;9.25 IN;13 GAL	10	EA

## 1.1 Invoicing and payment

Please submit your invoice/s as a pdf printed document, directly to [Invoiceseskomlocal@eskom.co.za](mailto:Invoiceseskomlocal@eskom.co.za). Ensure that you only send one invoice per e-mail and that all invoices have your banking details on it as well as our order number.

**VAT REGISTRATION NUMBER: 4740101508**

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**PLEASE NOTE: NO INVOICE WILL BE PAID WITHOUT  
QUOTING OUR ORDER NUMBER AND OUR VAT NUMBER.**

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