





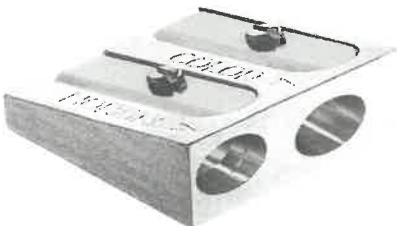

# SPECIFICATION FOR THE STATIONERY OF GAUTENG PROVINCIAL OFFICE BOTHONGO PLAZA EAST BUILDING, PRETORIA.

## 1. BACKGROUND

The Chief Directorate provides strategic support to the entire Gauteng Provincial Office. It is responsible for performance monitoring, evaluation and reporting within the Provincial Office. Co-ordination and develop the office's strategic and business plans as well as ensure alignment thereof. Co-ordinating quarterly reports and develops Provincial Business Plans as well as ensures alignment with the office's Business Plan and Annual Performance Plan. Responsible for the development of the office's Annual Report. Communication with Directorates on matters relating to performance monitoring, evaluation, reporting and provide support and guidance to Directorates on performance monitoring and evaluation. Analysing performance reports of the provincial office and co-ordinating support to underperforming programmes. Co-ordinate outcomes reporting within the Provincial Office. Analysis of budget and expenditure reports. Liaising with relevant stakeholders and Corporate Planning. Co-ordinating governance structures and special projects within the provincial office. Risk management and ensuring compliance thereof. Co-ordination of parliamentary questions and referrals. Quality assurance of submissions and documents. This tool will assist during meetings with the different directorates. The Chief Directorate also be conducts spot checks at the various sites and needs to be able to respond promptly.

## 2. REQUIRED

1.	 <p>Scissors 140mm</p>	05each
2.	 <p>Clear 30cm shatterproof ruler (Clear Colour)</p>	10each





3.		05each
4.		25each
5.		10each
6.		05boxes





12-digit large display calculator




Paper glue stick 43g




Double hole metal pencil sharpener




HB Pencil 12 in a box




7.	 <p>Pencil Eraser</p>	10each
8.	 <p>Pilot G-2 07 Gel Pen 12 in a box (Black colour)</p>	10boxes
9.	 <p>Pilot G-2 07 Gel Pen12 in a box (Blue colour)</p>	05boxes
10.	 <p>Pilot G-2 07 Gel Pen 12 in a box (Red colour)</p>	05boxes

11.	 <p>Post – it adhesive note pad 76mm x 76mm</p>	25each
12.	 <p>Pop Up Flags Sign Here (Multi Colour)</p>	40each
13.	 <p>A4 lever Arch Files polypropylene (Multi Colour)</p>	50each
14.	 <p>KangarooSR 300 Staple Remover</p>	05each


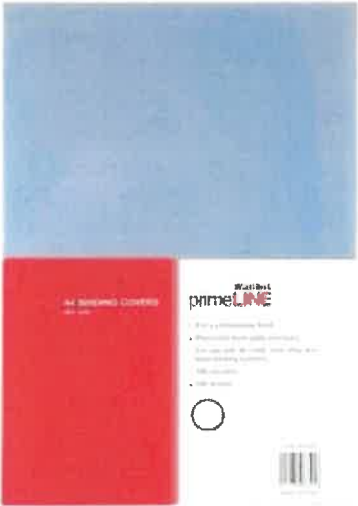

15.	 <p>Sellotape Packaging tape 48mmx50m Clear</p>	05each
16.	 <p>Sellotape 24mmx66m Clear</p>	05each
17.	 <p>Artline permanent markers pack of 3(Black Colour)</p>	05each

18.	 <p>Highlighters Multi Colour 6 in a Pack</p>	05each
19.	 <p>100 Page Heavy Duty Stapler</p>	04each
20.	 <p>Exam Pad 100 Sheet</p>	05each






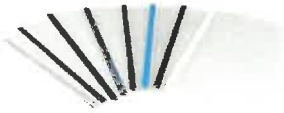
21.	 <p>Giant 2 Hole Puncher(150 Sheets)</p>	04each
22.	 <p>Laminated Tape 9mm( Black on White Tape)</p>	04 ea
23.	 <p>Laminated Tape 12mm( Black on White Tape)</p>	04 ea





24.	 <p>Laminated Tape 18mm( Black on White Tape)</p>	04 ea
25.	 <p>PVC Quotation Folder (Multi Colour)</p>	50each
26.	 <p>A4 Create-A- Cover Quotation Folder ( Multi Colour)</p>	50each



27.	 <p>32GB USB flash Drive</p>	10each
28.	 <p>Prime line Clear Acetate A4 sheets Packet</p>	05each
29.	 <p>A4 Dividers Board (10 Tab)</p>	50 each

30.	 <p>Stapler</p>	05 ea
31.	 <p>2 Quire Hard Cover Book Feint &amp; Margin 192 page</p>	10each
32.	 <p>33 mm Paper Clips 100 pcs</p>	05 boxes
33	 <p>50 mm Paper Clips 100 pcs</p>	05boxes

34	 <p>Staples 26-6 5000pcs</p>	05 boxes
35	 <p>No.66/11x5000 Staples</p>	05boxes
36	 <p>Unibind-Steelcrystal-Black 12mm: 75-100P.50pcs</p>	02 Box
37	 <p>Unibind-Steelcrysral- 21mm:160-190P.50pcs</p>	02 Box
38	 <p>Unibind-Steelcrysral-18mm:130-160P.50pcs</p>	02 Box
39	 <p>Unibind-Steelcrysral-5mm:25-40P.100pcs</p>	02 Box

40	 <p>Paper Clips Black 32mm (12 pieces)</p>	15boxes
41	 <p>Paper Clips Black 25mm(12 pieces)</p>	15boxes
42	 <p>Paper Clips Black 19mm (12 pieces)</p>	15boxes
43	 <p>Paper Clips Black 15mm (12 pieces)</p>	15boxes

## 1. DELIVERY