

Schedule 2 - Schedule of Requirements

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1. THE REQUIREMENT

Complete 'One Stop Shop' Requirement

The Supplier shall provide all products within the Core List listed in Annex A and the product groupings shown below.

Office Stationery - General office stationery products such as pens, pencils, desktop accessories, filing, presentation items, diaries and associated office supplies including catering consumables.

Office Paper - Office paper products such as cut paper and board.

Janitorial Products - Janitorial cleaning products such as washroom supplies, blue roll, washing-up liquid and refuse sacks.

Small Office Machines - Small office machines such as desktop printers, paper shredding machines, label making machines and laminators.

Personal Protection Equipment – Personal Protection Equipment such as safety clothing, hard hats, first aid kits and eye protectors.

Electronic Office Supplies - Electronic office supplies such as ink and toner printer cartridges, electronic storage media and peripherals.

The Supplier shall provide Branded (products which contain a manufacturer brand name) and Own Brand/Unbranded (products which contain the Supplier's own brand name or products available as an alternative to a manufacturer's branded product) options for all products within the Core List listed in Annex A.

2. QUALITY (MINIMUM STANDARDS)

The Authority shall require the Supplier to ensure that all Goods and Services supplied under this Framework Agreement comply with the relevant minimum standards set out below.

The Supplier shall supply products compliant with the Government Buying Standards <http://sd.defra.gov.uk/advice/public/buying/> (or equivalent) where applicable, principally copier paper, envelopes and printing devices including desktop printers, fax machines.

The Supplier is required to collect and dispose of all packaging and materials to comply with The Waste Electronic and Electrical Equipment (WEEE) Regulations. The WEEE Directive revision was published in July 2012 with requirements effective from January 2014. http://ec.europa.eu/environment/waste/weee/legis_en.htm

The Supplier is required to comply with The Restriction on Hazardous Substances Directive 2011/65/EU, as implemented by the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment Regulations 2012 http://ec.europa.eu/environment/waste/rohs_eee/legis_en.htm

The Supplier is required to comply with The Energy Efficiency Directive: Directive 2012/27/EU of the European Parliament and of the Council of 25 October 2012 on energy efficiency. http://ec.europa.eu/energy/efficiency/eed/eed_en.htm

All Goods supplied under the Framework Agreement must be fit for purpose and of a quality acceptable to the Authority and Contracting Bodies. If at any time during the Contract Period the quality of supply for any product is found not to be to the appropriate standard, the Supplier shall provide a substitute item acceptable to the Authority or Contracting Body at no additional cost to either party.

Packaging Standards

The Supplier shall package all products under this Framework Agreement in accordance with the latest Government packaging standards which can be found at <https://www.gov.uk/government/publications/packaging-essential-requirements-regulations-government-guidance-notes>

The Supplier shall minimise the amount of packaging required for safe delivery of the products and also evidence how they are doing this by stating upon request by the Authority and the Contracting Bodies what each piece of packaging is needed for and whether it comes from recycled / sustainable sources.

Minimum standard requirements for General Office Stationery:

- Adhesive tapes shall be free from PVC.
- Single use batteries shall be free from mercury and cadmium.
- Electronic calculators shall be solar and dual powered.

Minimum standard requirements for Writing Instruments and Graphical Equipment:

- All pencils shall be free from paint / varnish.

- Inks shall be free from volatile organic compounds (VOCs) and toxic materials.

Minimum standard requirements for Electronic Office Supplies: Re-manufactured

Re-manufactured toner cartridges shall be fully tested in accordance with ISO 9001 or a nationally recognised equivalent.

The Supplier shall warrant the fitness for purpose and quality of re-manufactured toner cartridges. The Supplier shall be required when notified by a Contracting Body of product failure to provide a replacement product at no additional cost and investigate the cause of the failure at a time to be agreed with the Contract Body.

In the event of damage to a Contracting Body's equipment and the damage is found to be clearly attributable to a re-manufactured product, the Supplier shall reimburse the Contracting Body with any reasonable costs associated with the repair or replacement of the Contracting Body's equipment at a time to be agreed with the Contract Body.

Minimum Standards – General:

Supply of Timber Based Products

All timber and wood-derived products supplied under this Framework Agreement must be independently verifiable and either:

- from a legal and sustainable source; or
- as outlined in the FLEGT (Forest Law Enforcement, Governance and Trade) Action Plan of the European Union or equivalent source - <http://www.cpet.org.uk/>

3. CORE LIST

The specific products listed in Annex A of the Schedule of Requirements will become the "**Core List**" of this Framework Agreement.

Any specific product within the scope of Annex A and the product groupings but NOT listed in Annex A will be the "**Non-Core Products**".

All products in the Core List shall be available from the Supplier once the Framework Agreement is awarded.

Contracting Bodies will use the Core List either as part of a direct Call Off or will use part of it to help create a basket of goods to enable a Call Off to take place. Contracting Bodies often use this price information to benchmark against other arrangements. The Contracting Body's own core list may differ in part, from the Core List in this Framework Agreement and it may include Non-Core items.

The Supplier will be required to work with the Authority during the Contract Period to review the overall Crown Commercial Service Office Supplies Core List so that it continually reflects the highest volume items bought by Contracting Bodies through the Framework Agreement. The Supplier should also support the Authority to identify further opportunities to rationalise and standardise the Goods included in the Crown Commercial Service Office Supplies Core List, in addition to suggesting additional items to be considered for inclusion due to developments within the Office Supplies market.

4. CORE LIST CATALOGUE REQUIREMENTS

The Authority will require the Supplier to produce a catalogue for the Crown Commercial Service Government eMarketplace. The catalogue shall include each of the individual Goods as specified in the Annex A.

The Supplier will be required to provide an on-line catalogue and will include, as a minimum the following information:

- A generic index covering all the line items;
- The telephone, email and fax numbers of the Supplier customer support help desks;
- An example of the form to be used for placing an Order;
- In respect of the individual line items:
 - A photographic image or other appropriate representation where required;
 - An appropriate product description;
 - The name of the manufacturer (where appropriate);
 - The product code number;
 - The denomination of quantity;
 - The price of the line item based on the denomination of quantity excluding VAT.

The Authority uses version 8.1201 of UNSPSC (Universal Standard Product and Services Classification) to classify ordered items for management information purposes. The Supplier will be required to code their Goods to version 8.1201 of UNSPSC. Further information regarding UNSPSC can be obtained at <http://www.unspsc.org>.

The catalogue structure for the eMarketplace shall require the completion of a catalogue builder file by the Supplier and in the required format - <http://www.procsolve.com/documents/procsolvecataloguebuilder>. This will be the master copy file which will include: all items, prices, delivery charges, and delivery times.

The validation parameters for the catalogue builder area as follows:

- All the mandatory fields are populated;
- The price expiry date is after the price effective date;
- If there is a mandatory or optional item for a line item, that the mandatory / optional item is present;
- The transaction type and action are correct (e.g. New = ADD, etc);
- There are no duplicate items;
- If there are duplicate line items, that the price is different (for price breaks);
- The UNSPSC codes are valid; a UNSPSC code (as detailed at paragraph 7.7) will need to be provided for each product within the catalogue. The unit of measure is valid (e.g. box = BX; each = EA; etc);

The Supplier shall be responsible for the provision and support of the necessary infrastructure and changes to content for this on-line solution for the Authority and Contracting Body and for any associated running costs throughout the Contract Period.

5. ORDERING

Support Hours

The Supplier shall have a customer support function in place for all Contracting Bodies using the Framework Agreement and as a minimum, working hours will cover 07.00 to 19.00 Monday to Friday, excluding bank holidays. It shall be possible for the Contracting Body to:

- i. Log support calls with a customer support service by email, by phone or service Portal
- ii. Receive telephone support for all product and service queries

Order Processing

The Supplier shall have the ability to process Purchase Orders by the following means, where required.

- Provision of an online electronic catalogue available on the Suppliers' ordering platform or suitable for uploading into Contracting Bodies eProcurement systems
- Electronic ordering system that can support a Punch-Out system and provide a "purchase to pay" functionality, and where required be capable of being integrated with a variety of procurement and financial systems e.g. Oracle, SAP, etc.
- E-mail;
- Telephone;
- Post and fax

All online or software solutions offered by the Supplier to Contracting Bodies for submitting orders under this Framework Agreement shall be compatible with ISO 27001 Information Security Management standard or equivalent and Information Age Government Security Framework or equivalent.

The Supplier shall be required to acknowledge receipt of any Order received and indicate clearly if the Order is accepted, within the agreed timescales as set out in Framework Schedule 2: Goods and/or Services and Key Performance Indicators and Call Off Agreement Schedule 6 Annex 1 to Part A: Service Levels and Service Credits. If the Order is rejected the Authority requires the Supplier to provide acknowledgement to the Contracting Body in all instances whereby the Contracting Body subsequently cancels an Order.

The Supplier shall have a system in place that enables electronic ordering by disabled persons as per the Disability Discrimination Act 1995.

6. INVOICING AND PAYMENT

The Supplier shall have the ability to invoice Contracting Bodies and receive payment by the following methods as a minimum, where required.

- Cheque
- Debit / Credit Card
- Electronic bank transfer (BACS)
- Direct Debit

The Supplier shall ensure that each invoice submitted includes, but not limited to:

- Account number

- Supplier order number
- Customer's order reference
- Product information including description
- Amount ordered
- Unit and total price (excluding and including VAT)
- Delivery address
- Contact name

The Supplier shall be able to process/provide electronic/postal invoices/delivery notes.

The Supplier shall be capable of consolidating invoices as instructed by Contracting Bodies as per their choice of ordering and delivery service profiles at Call Off stage.

7. STOCK CONTROL AND MANAGEMENT

The Supplier shall have a full computer based stock control system with back up processes or infrastructure to continue 'business as usual' for both stock control and ordering. The Supplier shall have a plan in place detailing back-up systems and procedures to follow if systems were to fail. This shall include e-mail, website, stock control systems, phone and fax lines as well as payment systems. This plan shall also include a review / audit procedure.

8. DELIVERY

The Supplier shall be required to provide delivery services throughout the whole of the UK, including Northern Ireland, Scotland and Wales (including Scilly Isles and Scottish Islands)

The Supplier shall ensure that:

- A signature from a representative of the Contracting Body is obtained for each delivery, if required.
- No deliveries shall be left unattended either inside or outside of any building.
- The Supplier shall provide proof of delivery to the Contracting Bodies in the event of a query, when required.
- The Supplier shall be responsible for all mechanical off-loading, lifting or moving equipment, if required.
- The Supplier shall provide, where required, bulk delivery of items such as pallets of paper.
- The Supplier(s) shall provide, and remove, all pallets, containers and cages as required.

The Supplier shall ensure that all products are packed by order, with individual orders packed and labelled separately. The Supplier shall be responsible for ensuring that all

packaging is of adequate size and of substantial quality to prevent damage to the products and with regard to the environment and is in accordance with the latest Government packaging standards which can be found at <https://www.gov.uk/government/publications/packaging-essential-requirements-regulations-draft-government-guidance-notes> Each delivery must be accompanied by a delivery note which at a minimum will contain:

- Name of person who placed the order;
- Delivery Address;
- Purchase Order Number;
- Product Code and Description;
- Quantity of parcels made up for each order;
- Number of products in each parcel;
- Name of person who placed the order and the Delivery Address.

9. DELIVERY SERVICE LEVELS

The Supplier shall provide Contracting Bodies with a choice of delivery service levels to be specified by the Contracting Body at Call Off stage. This shall include but is not limited to the following:

- Single delivery once a month consolidating all Orders received up to point of fulfilment. Delivery to a single delivery point. No consolidation of invoices.
- Single delivery fortnightly consolidating all Orders received up to point of fulfilment. Delivery to a single delivery point. No consolidation of invoices.
- Single delivery once a week consolidating all Orders received up to point of fulfilment. Delivery to a single delivery point. No consolidation of invoices.
- A single next day delivery to a single delivery point.
- Twice Weekly deliveries consolidating all Orders received up to point for fulfilment. Deliveries to a single delivery point. No consolidation of invoices.
- Contracting Bodies collections from Supplier Premises.
- Deliveries to multiple locations within a site (delivery points to be agreed).

The frequency and timing of Contracting Body deliveries will be set out in their individual Call Off Contracts. The Supplier, after receipt of an Order from a Contracting Body will be required to deliver Goods to that Contracting Body within the specific timescales set out in that Contracting Body Call Off Contract, or as defined within Framework Schedule 2: Goods and/or Services and Key Performance Indicators and Call Off Agreement Schedule 6 Annex 3 to Part A: Service Levels and Service Credits.

The Supplier will normally be required to make deliveries to a site between the hours of 08:00 to 17:00 as defined in a Contracting Body's Call Off Contract. Deliveries may be required on Saturdays, Sundays or Public Holidays however notification should be given and approved by either the Supplier or the Contracting Body.

For all Orders, the Supplier must obtain a signature at the point of delivery from an authorised member of the Contracting Body's staff to acknowledge the number of parcels received. Any special requirements relating to acceptance of a delivery of an Order will be set out in a Contracting Body's Call Off Contract.

The Supplier shall be aware that Contracting Body delivery points may differ in size and accessibility and that delivery will have to accommodate the individual delivery points handling requirements. Any special requirements relating to delivery will be set out in a Contracting Body's Call Off Contract.

The Contracting Body's Call Off Contract will include their delivery sites and any special requirements relating to deliveries to the Contracting Body. It will be the responsibility of the Contracting Body to notify the Supplier of any changes to the information held in the Call Off Contract.

Any changes to a Contracting Body's delivery option will be agreed between the Contracting Body and Supplier and the Call Off Contract will be amended to reflect these changes.

10. SECURITY

The Supplier will be required to have a number of delivery personnel with the appropriate security clearance to enable access to certain Contracting Body Premises. Specific requirements for delivery personnel will be set out within a Contracting Bodies Call Off Contract.

The Supplier shall undertake appropriate security and other checks, including Disclosure and Barring Service (DBS) checks or equivalent, necessary to ensure that their drivers, and travelling representatives, are suitably screened in order to undertake deliveries and other visits to sensitive locations such as schools and hospitals.

The Supplier shall ensure that Contracting Bodies information and data (Electronic and physical) will be collected, held and maintained in a secure and confidential manner.

11. ENVIRONMENTAL CONSIDERATIONS

The Supplier shall work with the Authority and Contracting Bodies to identify opportunities to introduce innovation, reduce cost and waste and ensure sustainable development is at the heart of their operations. This will include but is not limited to product rationalisation and standardisation; leverage opportunities within the Supplier's supply chain and reviewing order placement methods, frequency and quantity. The Supplier will be required to work with Authority during the Framework Period in meeting this strategy.

The Supplier shall provide information on new or improved environmentally preferable products when they become commercially available and, promote their use under the Framework Agreement. The Supplier may also be asked to provide information / work with the Authority and/or Contracting Bodies in respect to the following initiatives:

- Carbon emission reduction / footprint
- Energy efficiency
- Waste reduction / management e. g reduction in packaging materials
- Demand management / Product rationalisation

- Information, support and promotion of sustainable products
- Assistance in developing sustainable strategies
- Management reports to help corporate responsibility objectives
- Advice on specific projects to reduce waste and carbon
- Reduce, Reuse, Recycle
- Recycling and disposal processes for various product categories

12. ETHICAL SOURCING

The Supplier shall ensure that where the manufacture or supply of the Goods are from outside of the UK that operations will be carried out in accordance with the health & safety legislation/regulations in that country,

Suppliers shall ensure that they comply with minimum ethical sourcing standards in order to support HM Government's adoption and ratification of the International Labour Organisation (ILO) "Declaration on Fundamental Principles and Rights at Work" and its eight "Key Conventions". The numbered conventions and their aims are:-

- 1) Freedom of Association and Collective Bargaining (C87, C98)
- 2) Discrimination (C100, C111)
- 3) Forced Labour (C26, C105)
- 4) Child Labour (C182, C138)

13. HEALTH AND SAFETY

The Supplier shall meet all of the relevant health and safety legislation in discharging their duties under this Crown Commercial Service WPS Office Supplies Framework, including but not limited to, size of parcels, making deliveries, keeping records, controlling hazardous substances, conducting risk assessments, checking procedures and test certificates.

The Supplier must conduct suitable and timely training programmes for all of the staff concerned with the Authority's and Contracting Bodies requirements.

14. RELATED SERVICES

The Supplier shall indicate, if and when required by Contracting Bodies, whether they are able to provide:

- Toner waste collection/recycling
- Technology waste collection/recycling
- Paper waste collection/recycling

These services shall not constitute part of the evaluation process and are included for information purposes only. Suppliers are not obliged to offer these services. In the event that a Contracting Body requires such services they shall conduct a further competition with those suppliers that have the ability to offer these services and shall be chargeable in addition to the Contracting Bodies Core List and Non-Core product pricing.

15. CONTRACT MANAGEMENT

- The Supplier will provide full contact details, including telephone, fax and email access, to fulfil the needs of the Contracting Body.
- Telephone, fax and email support must be maintained for the duration of Framework Agreement and any subsequent Call Off Contracts.
- The Supplier will provide a single point of contact to the Contracting Body for account management purposes.
- The Supplier will, where required, provide a comprehensive contact plan as part of the proposal to the Contracting Body at Call Off stage.
- The Contracting Body requires the account manager to answer queries accurately and promptly, monitor and assess the level of performance against standards of the contract and review and conclude any issues arising as and when required by the Contracting Body.
- The Supplier will prepare an information pack and make available for each Contracting Body.

16. CONTINUOUS IMPROVEMENT

The Supplier will work with the Authority to identify innovative approaches to reducing the costs of Contracting Bodies throughout the supply chain as may be required throughout the duration of the Framework Agreement. This may include, exploring the adoption of different cost models such as; cost plus pricing and gain share models.

The Supplier is required to work with all Contracting Bodies at Call Off stage to assist with the management of budgets and reduce overall cost by identifying product savings such as:

- appropriate best value substitutions,
- product rationalisation,
- demand management, and
- product innovations.

Any savings produced shall be reported to both the Contracting Body and the Authority.

The Supplier shall work with Contracting Bodies and the Authority to identify ways to reduce cost and provide value for money to benefit the wider public sector.

ANNEX A

Core List for Complete 'One Stop Shop' Requirement:

Product Description	Unit of Measure
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ADHESIVE

ADHESIVE SPRAY 200ML	Each
ADHESIVE SPRAY 400ML	Each
BOX SEALING TAPE BUFF 50MMx66M ROLL	Each
CELLULOSE TAPE 19MMx33M	Each
CELLULOSE TAPE 19MMx66M	Each
CELLULOSE TAPE 25MMx66M	Each
DOUBLE SIDED TAPE 25MMx33M	Each
GLUE ROLLER	Each
GLUE STICK LARGE 40GSM	Each
GLUE STICK MEDIUM 20GSM	Each
GLUE STICK SMALL 10GSM	Each
GRIDDING TAPE BLACK/RED 1.5MMx10M	Each
GRIDDING TAPE BLACK/RED 3MMx10M	Each
HAZARD TAPE BLACK/YELLOW 50MMx33M	Pack 6
INVISIBLE MAGIC TAPE 19MMx33M	Pack 6
INVISIBLE MAGIC TAPE 25MMx66M	Pack 6
LIQUID GLUE BOTTLE 90GSM	Each
MASKING TAPE 25MMx50M	Each
MASKING TAPE 48MMx50M	Each
POCKET PLASTIC TAPE BK/WH 12MMx7M LABELMAKER	Each
TACK ECONOMY PACK 140GSM BLUE	Each
TACK ECONOMY PACK 140GSM WHITE	Each
TACK HANDY PACK 70GSM BLUE	Each
TAPE 50MMx66M BUFF POLYPROPYLENE	Each
TAPE EASY TEAR 18MMx33M	Each
TAPE EASY TEAR 18MMx66M	Each
TAPE EASY TEAR 24MMx33M	Each
TAPE EASY TEAR 25MMx66M	Each
TAPE LOW NOISE 50MMx66M BUFF	Each
VELCRO HOOK AND LOOP 5M	Each

Product Name	Unit of Measure
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BOOKS & PADS

CASEBOUND NOTEBOOK A4 FEINT RULED	Each
CASEBOUND RECYCLED NOTEBOOK A4 160 SHEET	Each
CASEBOUND RECYCLED NOTEBOOK A5 160 SHEET	Each
HARDCOVER A6 RULED NOTEBOOK	Each
INDEXED BOOK A-Z A5 RULED	Each

MANUSCRIPT BOOK A4 FEINT RULED INDEX	Each
MANUSCRIPT BOOK A4 HARDBACK FEINT RULED	Each
MANUSCRIPT BOOK A5 FEINT RULED INDEX	Each
MANUSCRIPT BOOK A5 HARDBACK FEINT RULED	Each
MANUSCRIPT BOOK A6 HARDBACK FEINT RULED	Each
NOTEBOOK TWIN WIRE A4	Pack 10
NOTEBOOK WIREBOUND A4 POLYPROP	Each
OFFICE PAD A4 FEINT RULED 60GSM	Pack 10
OFFICE PAD A4 FEINT RULED 70GSM	Pack 10
OFFICE PAD A4 FEINT RULED MARGIN YELLOW	Pack 10
OFFICE PAD A5 FEINT RULED 60GSM	Pack 10
OFFICE PAD A4 SOFT COVER RECYCLED WIREBOUND	Each
PERFORATED PADS A4	Pack 10
POCKET NOTEBOOK FEINT RULED 76MMx127MM	Pack 10
REFILL PAD A4 200 SHEET FEINT RULED MARGIN 60GSM	Pack 5
REFILL PAD A4 80 SHEET FEINT RULED MARGIN 60GSM	Pack 5
SPIRAL BOOK A4 FEINT RULED 50 SHEET 2 HOLE	Pack 5
SPIRAL BOOK A5 FEINT RULED 50 SHEET	Pack 10
SPIRAL NOTEBOOK A6 FEINT RULED 50 SHEET	Pack 10
SPIRAL SHORTHAND NOTEBOOK 56GSM 80 SHEET	Pack 10
SPIRAL SHORT HAND NOTEBOOK 5x8 INCH 200 PAGES	Pack 10
SPIRAL SHORT HAND NOTEBOOK 5x8 INCH 300 PAGES	Pack 5
SPIRAL TELEPHONE MESSAGE BOOK 400	Each
THINGS TO DO TODAY PAD A5	Pack 5
WIREBOUND BOOK A4 FEINT RULED	Each
WIREBOUND BOOK A5 FEINT RULED	Each
WIREBOUND A4 PERFORATED BOOK	Each

Product Name	Unit of Measure
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DESKTOP

3 TRAY SET RD/YE/GN TRANSPARENT	Each
DESKTOP ORGANISER ROUND SHAPED TRANSPARENT	Each
HEIGHT ADJUSTABLE COPYHOLDER	Each
LETTER TRAY BLACK TRANSPARENT	Each
LETTER TRAY BLUE TRANSPARENT	Each
LETTER TRAY BLACK	Each
LETTER TRAY BLUE	Each
LETTER TRAY RED TRANSPARENT	Each
MESH FRONT LOAD LETTER TRAY SILVER	Each
MONITOR RISER	Each
RISERS 90MM	Set 4
RISERS STANDARD 117MM	Set 4

Product Name	Unit of Measure
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ELECTRICAL

10 DIGIT CALCULATOR SOLAR POWERED	Each
8 DIGIT CALCULATOR SOLAR POWERED	Each

9V BATTERIES 1.5V ALKALINE	Each
AA BATTERIES 1.5V ALKALINE	Pack 8
AA LITHIUM BATTERY	Pack 4
AA RECHARGABLE BATTERIES	Pack 4
AAA BATTERIES 1.5V ALKALINE	Pack 8
C BATTERIES 1.5V ALKALINE	Pack 2
D BATTERIES 1.5V ALKALINE	Pack 4
CR2032 BUTTON CELL LITHIUM BATTERY	Each
CR123A BUTTON CELL LITHIUM BATTERY	Each
DESK FAN 2 SPEED 9 INCH	Each
DESK FAN 3 SPEED 12 INCH	Each
PEDESTAL FAN 16 INCH	Each
POCKET CALCULATOR SOLAR POWERED	Each
SCIENTIFIC CALCULATOR SOLAR POWERED	Each
WALL CLOCK	Each

Product Name	Unit of Measure
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ENVELOPES

ENV 110x220MM 80GSM SELF SEAL WHITE	Box 500
ENV 110x220MM 90GSM SELF SEAL WHITE	Box 1000
ENV 110x220MM LIGHT WEIGHT 100GSM SELF SEAL WHITE	Box 500
ENV 110x220MM LIGHT WEIGHT 70GSM MANILLA	Box 1000
ENV 110x220MM LIGHT WEIGHT 80GSM SELF SEAL WHITE	Box 1000
ENV 110x220MM MANILLA 70GSM	Box 1000
ENV 180x260MM GOLD BUBBLE LINED	Box 100
ENV 220x330MM GOLD BUBBLE LINED	Box 100
ENV 229x162MM WINDOW 90GSM SELF SEAL WHITE	Box 500
ENV 229x162MM 115GSM SELF SEAL MANILLA	Box 500
ENV 229x162MM 70GSM MANILLA	Box 500
ENV 229x162MM 90GSM SELF SEAL BUFF	Box 500
ENV 229x162MM SELF SEAL WHITE	Box 500
ENV 240x330MM GOLD BUBBLE LINED	Box 100
ENV 270x360MM GOLD BUBBLE LINED	Box 50
ENV 324x229MM 115GSM SELF SEAL MANILLA	Box 250
ENV 324x229MM 80GSM SELF SEAL BUFF	Box 250
ENV 324x229MM 90GSM SELF SEAL BUFF	Box 250
ENV 324x229MM 90GSM SELF SEAL WHITE	Box 250
ENV 406x305MM 90GSM SELF SEAL MANILLA	Box 250
ENV 457x324MM 115GSM MANILLA	Box 125
ENV 381x254MM 90GSM SELF SEAL BUFF	Box 250
ENV C4 324x229MM BOARD BACKED PEEL & SEAL MANILLA	Box 125
ENV C4 324x229MM MANILLA GUM 80GSM	Box 250
ENV C4 324x229MM MANILLA GUMMED 90GSM	Box 250
ENV C4 324x229MM WINDOW 90GSM SELF SEAL WHITE	Box 250
ENV C5 229x162MM MANILLA GUM 90GSM	Box 250
ENV C5 229x162MM SELF SEAL 90GSM WHITE	Box 250

ENV C5 229x162MM WINDOW SELF SEAL 90GSM WHITE	Box 500
ENV C5 WHITE DL RECYCLED SELF SEAL WINDOW	Box 500
ENV DL 110x220MM HEAVY WEIGHT 90GSM SELF SEAL WHITE	Box 500
ENV DL 110x220MM WINDOW 90GSM SELF SEAL WHITE	Box 500
ENV GUSSET 324x229x25MM	Box 200
ENV GUSSET 381x254x25MM	Box 200

Product Name	Unit of Measure
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EQUIPMENT CLEANER

COILED BOARD CLEANER	Each
GAS SPRAY 400ML HFC FREE	Each
GLASS CLEANER 750ML	Each
NON-FLAM AIR DUSTER 200ML HFC FREE	Each
NON-FLAM DUSTER 400ML	Each
SCREEN CLEANING WIPES	Pack 50
SCREEN WIPES CLEANING TUB	Tub 100
TELEPHONE WIPES	Tub 100
WET / DRY SCREEN WIPES	Pack 20
WHITEBOARD CLEANING FOAM 400ML	Each
WHITEBOARD CLEANING SPRAY 250ML	Each

Product Name	Unit of Measure
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FILING

BRIGHT SUBJECT DIVIDERS 10 PART	Each
BRIGHT SUBJECT DIVIDERS 5 PART	Each
CLEAR POCKETS OPEN SIDE A4	Each
DISPLAY BOOK 10 POCKETS A4 BLACK	Each
DISPLAY BOOK 20 POCKETS A4 BLACK	Each
DISPLAY BOOK 40 POCKETS A4 BLACK	Each
DIVIDER A4 1-10 COLOUR TAB	Each
DIVIDER A4 MANILLA 10PT COLOUR EXTRA WIDE	Each
DIVIDER 1-12 EXTRA WIDE MYLAR	Each
DIVIDER 12 PART A4	Each
DIVIDER 20 PART A4	Each
DIVIDER A4 10PT EXTRA WIDE	Each
DIVIDER A4 1-10 WHITE TAB	Each
DIVIDER A4 1-12 COLOUR TAB	Each
DIVIDER A4 1-12 PART	Each
DIVIDER A4 1-15 WHITE TAB	Each
DIVIDER A4 1-20 COLOUR TAB	Each
DIVIDER A4 1-20 WHITE TAB	Each
DIVIDER A4 1-31 WHITE TAB	Each
DIVIDER A4 1-5 COLOUR TAB	Each
DIVIDER A4 1-5 WHITE TAB	Each
DIVIDER A4 20PT COLOUR TAB	Each
DIVIDER A4 5PT COLOUR TAB	Each
DIVIDER A4 5PT EXTRA WIDE	Each

DIVIDER A4 JAN-DEC WHITE TAB	Each
DIVIDER A5 10PT COLOUR TAB	Each
DIVIDER A5 5PT COLOUR TAB	Each
DIVIDER A-Z BUFF MAN	Each
DIVIDER REINFORCED 10 PART WHITE	Each
DOC WALLET 1/2 FLAP BLUE	Box 50
DOC WALLET 1/2 FLAP BUFF	Box 50
DOC WALLET 1/2 FLAP GREEN	Box 50
DOC WALLET 1/2 FLAP ORANGE	Box 50
DOC WALLET 1/2 FLAP PINK	Box 50
DOC WALLET 1/2 FLAP RED	Box 50
DOC WALLET 1/2 FLAP YELLOW	Box 50
DOCUBOX 25MM CLEAR	Each
DURABLE ANGLED INDEX FLAGS	Pack 4
EXPANDING FILE A-Z	Each
FLUSH CUT FOLDER A4 ASSORT	Pack 25
FLUSH CUT FOLDER A4 CLEAR	Pack 25
FOLDER OPEN TOP / SIDE A4	Pack 25
FOLDER SQ CUT LIGHT WEIGHT A4 BLUE	Box 100
FOLDER SQ CUT LIGHT WEIGHT A4 PINK	Box 100
FOLDER SQ CUT LIGHT WEIGHT A4 YELLOW	Box 100
FOLDER SQ CUT LIGHT WEIGHT BUFF	Box 100
FOLDER SQ CUT MEDIUM WEIGHT A4 BUFF	Box 100
GLASS CLEAR BINDING COVERS A4 250 MICRON	Pack 100
GLASS CLEAR POCKETS A4	Pack 100
HEAVY DUTY 12PT EXTRA WIDE DIVIDERS	Each
HEAVY DUTY 6 PT EXTRA WIDE DIVIDERS	Each
INDEX A4 A-Z COLOUR TABS	Each
INDEX A4 A-Z WHITE TABS	Each
INDEX FLAG DISPENSER 25x44MM ASSORTED COLOURS	Pack 2
INSERTS FOR SUSPENSION FILES WHITE	Each
MAGAZINE FILE BLACK	Each
MAGAZINE FILE BLUE	Each
PLASTIC DOCUMENT WALLET WITH STUD A4 - ASSORTED COLOURS	Pack 5
PREMIUM TOP OPEN POCKETS POLYPROP A4	Pack 25
PROJECT DIVIDER 10 PART	Each
PROJECT DIVIDER 5 PART	Each
PVC PRESENTATION FOLDER FOR UNPUNCHED DOCS A4 3MM	Pack 25
RECORD CARDS RULED 5x3 WHITE	Pack 100
RECORD CARDS RULED 6x4 WHITE	Pack 100
REINFORCED POCKETS A3 LANDSCAPE 80 MICRON	Pack 100
REINFORCED POCKETS A4 TOP OPENING	Pack 100
REINFORCED POCKETS A5	Pack 25
REPORT FILE A4 BK	Pack 25
REPORT FILE A4 BLUE	Pack 25

REPORT FILE A4 RED	Pack 25
RIGID SPRING BOX FILE A4	Each
SPECIALISED POCKET CATALOGUE PLANS	Pack 10
SPIRAL POCKET FILE MEDIUM WEIGHT BUFF	Box 25
STANDARD TOP OPEN POCKETS A4	Pack 100
SUSPENSION FILES A4 GREEN 15MM CAPACITY	Box 50

Product Name	Unit of Measure
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LABELS

ADDRESS LABELS 89 x 37MM	Box 250
LASER LABELS 199 x 143.5MM	Box 100
LASER LABELS 199.6 x 289.1MM	Box 100
LASER LABELS 2400 64 x 34MM	Box 100
LASER LABELS 63.5 x 38.1MM	Box 100
LASER LABELS 99 x 34MM 16SHT	Box 100
LASER LABELS 99.1 x 38.1MM	Box 100
LASER LABELS 99.1 x 67.7MM	Box 100
LEVER ARCH FILE SPINE LABELS ASSORTED	Pack 10
MULTI-PURPOSE LABEL 105 x 42MM	Box 100
MULTI-PURPOSE LABELS 70 x 37MM	Box 100

Product Name	Unit of Measure
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MISCELLANEOUS

BLACK CERTIFICATE FRAME	Each
CASH BOX 8 INCH BLACK	Each
MAGNETS	Pack 10
PLASTIC BODIED DATER	Each
PREMIUM KNIFE 9MM BLADE	Each
RETRACTABLE REEL/KEYRING	Each
SELF INKING CUSTOM MADE STAMP UP TO 5 LINES	Each
STAMP PAD 110x70MM BLACK	Each
STAMP PAD 110x70MM RED	Each
STAMP PAD 127x88MM BLACK	Each
STAMP PAD 127x88MM RED	Each
STAMP PAD 141x108MM BLACK	Each
STAMP PAD ENDORSING INK BLACK	Each
STAMP PAD ENDORSING INK RED	Each
THERMAL TILL ROLL 80X80X12.7MM	Each
THIMBLETES MEDIUM	Box 12
THIMBLETES SMALL	Box 12
VISITOR NAME BADGES CLEAR WITH PLASTIC CLIP 60MM x 90MM	Pack 25
WASTE BIN 15 LITRE BLACK	Each
WASTE BIN 15 LITRE BLUE	Each

Product Name	Unit of Measure
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OFFICE STATIONERY

12 INCH CLEAR RULER	Each
12 INCH SHATTER RESISTANT RULER	Each

18 INCH SHATTER PROOF RULER	Each
4MM PINCHCLIP DISPENSER	Each
4MM STAINLES STEEL PINCH CLIPS	Box 50
6 INCH CLEAR RULER	Each
ALL METAL SCISSORS 15CM	Each
BLUE CUBE 76x76MM	Each
CORRECTION FLUID 20ml WHITE	Each
CORRECTION ROLLER 4.2MM	Each
DESK TOP TAPE DISPENSER 19x33MM	Each
DOUBLE HOLE METAL PENCIL SHARPENER	Each
DRAWING PINS	Box 200
FOLDBACK CLIPS 19MM	Box 12
FOLDBACK CLIPS 25MM	Box 12
FOLDBACK CLIPS 32MM	Box 12
FOLDBACK CLIPS 41MM	Box 12
FOLDBACK CLIPS 50MM	Box 12
FOUR HOLE PUNCH 25 SHEETS	Each
HEAVY DUTY TWO HOLE PUNCH 60 SHEETS	Each
INDEX ARROWS	Pack 100
INDEX BRIGHT TABS	Pack 100
INDEX MINI RAINBOW	Pack 100
INDEX TABS 25x44MM VIVID BLUE	Pack 50
INDEX TABS 38x43MM BLUE	Pack 50
INDEX TABS 38x43MM GREEN	Pack 50
INDEX TABS 38x43MM PURPLE	Pack 50
INDEX TABS 38x43MM RED	Pack 50
INDEX TABS 38x43MM YELLOW	Pack 50
LETTER OPENER	Each
METAL FULL STRIP STAPLER	Each
METAL HALF STRIP STAPLER	Each
METAL TREASURY TAGS 101MM	Box 100
METAL TREASURY TAGS 127MM	Box 100
METAL TREASURY TAGS 152MM	Box 100
METAL TREASURY TAGS 25MM	Box 100
METAL TREASURY TAGS 51MM	Box 100
METAL TREASURY TAGS 76MM	Box 100
MICRO-TIP CORRECTION PEN	Each
NOTES 127x76MM YELLOW	Pack 12
NOTES 38x51MM YELLOW	Pack 12
NOTES 76x76MM YELLOW	Pack 12
NOTES RAINBOW PACK 127x76MM	Pack 6
NOTES RAINBOW PACK 76x76MM	Pack 6
OFFICE SCISSORS 16CM	Each
OFFICE SCISSORS 21CM	Each
PAPER CLIPS 30MM	Box 100

PAPER CLIPS 30MM COLOURED	Box 100
PAPER CLIPS 50MM	Box 100
PAPER CLIPS 75MM	Box 100
PLASTIC ERASER	Box 20
PLASTIC HALF STRIP STAPLER	Box 100
PLASTIC PUSH PINS	Box 100
PLASTIC TREASURY TAGS GREEN 76MM	Box 100
PLASTIC TREASURY TAGS ORANGE 101MM	Box 100
PLASTIC TREASURY TAGS RED 25MM	Box 100
PLASTIC TREASURY TAGS YELLOW 51MM	Box 100
POCKET MOUSE CORRECTION TAPE	Each
RAPID CORRECTION FLUID 20ml	Each
REINFORCMENT RINGS WHITE 13MM	Box 500
RUBBER BAND 1.5x150MM SIZE 24	Box
RUBBER BAND 12x180MM SIZE 88	Box
RUBBER BANDS 3x120MM SIZE 36	Box
RUBBER BANDS 6x150MM SIZE 69	Box
RUBBER BANDS ASSORTED 500G	Box
SINGLE CANISTER PENCIL SHARPENER	Each
SINGLE HOLE METAL PENCIL SHARPENER	Each
SOFT GRIP SCISSORS 21CM	Each
STANDUP STAPLER	Each
STAPLE EXTRACTOR	Each
STAPLES 23/10	Pack 1000
STAPLES 23/8	Pack 1000
STAPLES 24/6	Pack 1000
STAPLES 26/6	Pack 5000
TAPE DISPENSER BLACK DUAL CORE	Each
TUBE DESK TIDY BLUE	Each
TUBE TIDY BL TRANSPARENT	Each
TWO HOLE PUNCH 15 SHEETS	Each
TWO HOLE PUNCH 25 SHEETS	Each
TWO PIECE 8CM SILVER METAL FILING FASTENER 50MM CAPACITY	Pack 50
VIVID CUBE 76x76MM	Each
YELLOW CUBE 76x76MM	Each
Z NOTES 76x76MM YELLOW	Pack 12

Product Name	Unit of Measure
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PACKAGING & STORAGE

ARCHIVE BOXES APPROX 376x130x260MM	Pack 20
ARCHIVE BOXES APPROX 376x130x275MM	Pack 20
DOUBLE WALLED FLAT PACK BOX APPROX 430x350x290MM	Pack 10
EASY ASSEMBLY LARGE ARCHIVE BOX	Box 10
ECONOMY STORAGE BOX	Box 10
EXTRA STRONG STORAGE BOX	Box 10
JUMBO PLASTIC STORAGE CRATE 612x400x280MM	Each

PLASTIC STORAGE CRATE WITH LID 522x354x242MM	Each
PLASTIC STORAGE CRATE WITH LID CLEAR 40 LITRE	Each
POSTAL TUBES 330x50MM	Pack 10
POSTAL TUBES 610x50MM	Pack 10
POSTAL TUBES 865x50MM	Pack 10
QUICKBUILD STORAGE BOX WITH LID	Box 10
SEALED AIR SMALL BUBBLE WRAP	Each
TIE LACE STORAGE BAGS	Box 50
TRANSFER STORAGE CASE	Box 20

Product Name	Unit of Measure
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PLANNING

ACADEMIC DIARY A5 1 WTV 2014	Each
DESK CALENDAR YEARLY 2014	Each
DIARY A4 1 D/T/P BLACK 2014	Each
DIARY A4 1 D/T/P BLUE 2014	Each
DIARY A4 1 D/T/P BURGNDY 2014	Each
DIARY A4 1 W/T/V BLUE 2014	Each
DIARY A4 1 W/T/V BURGNDY 2014	Each
DIARY A5 1 D/T/P BLACK 2014	Each
DIARY A5 1 D/T/P BLUE 2014	Each
DIARY A5 1 D/T/P BURGNDY 2014	Each
DIARY A5 1 W/T/V 2014	Each
DIARY A5 1 W/T/V BLACK 2014	Each
DIARY A5 1 W/T/V BURGNDY 2014	Each
RECYCLED DIARY A4 1 W/T/V 2014	Each
SLIM DIARY BLACK 2014	Each
YEAR PLANNER UNMOUNTED	Each

Product Name	Unit of Measure
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PRESENTATION & DISPLAY

2 RING BINDER A4 16MM BLACK	Each
2 RING BINDER A4 25MM BLUE	Pack 10
2 RING BINDER A4 25MM RED	Pack 10
2 RING BINDER A4 38MM BLACK	Pack 10
2 RING BINDER A4 38MM BLUE	Pack 10
2 RING BINDER A4 38MM RED	Pack 10
A3 80 MICRON LAMINATOR POUCHES	Pack 100
A3 200 MICRON LAMINATOR POUCHES	Pack 100
A4 125 MICRON LAMINATOR POUCHES	Pack 100
A4 150 MICRON LAMINATING POUCHES	Pack 100
A4 200 MICRON LAMINATOR POUCHES	Pack 100
A4 250 MICRON LAMINATOR POUCHES	Pack 100
A4 80 MICRON LAMINATOR POUCHES	Pack 100
CLIPBOARD PVC METAL BLACK DOUBLE	Each
CLIPBOARD PVC METAL BLUE DOUBLE	Each
CLIPBOARD PVC METAL RED DOUBLE	Each

CLIPBOARD PVC SINGE METAL CLIP BLACK	Each
CLIPBOARD PVC SINGLE METAL CLIP BLUE	Each
DOCUMENT ID WALLET CLEAR	Pack 5
DOCUMENT WALLET A4 BLUE	Pack 5
DOCUMENT WALLET A4 CLEAR	Pack 5
DOCUMENT WALLET A4 PINK	Pack 5
DRYWIFE ERASER	Each
FLIPCHART EASEL	Each
FLIPCHART PADS	Pack 5
LEGAL WALLET 50MM CAP BUFF	Each
LEVER ARCH FILE 70MM A4 UPRIGHT BLACK	Each
LEVER ARCH FILE 70MM A4 UPRIGHT BLUE	Each
LEVER ARCH FILE 70MM A4 UPRIGHT GREEN	Each
LEVER ARCH FILE 70MM A4 UPRIGHT PURPLE	Each
LEVER ARCH FILE 70MM A4 UPRIGHT RED	Each
LEVER ARCH FILE 70MM A4 UPRIGHT YELLOW	Each
LEVER ARCH FILE 80MM A3 OBLONG	Each
LEVER ARCH FILE A4 POLYPROP CLEAR	Each
LEVER ARCH STORAGE MODULE	Each
LOW ARCH FILE A4 RED	Each
MEETING CHARTS	Each
NOTICE BOARD ALUMIN FRAME 1200x900 BLUE	Each
PRESENTATION 15MM 4 RING BINDER A4 BLUE	Each
PRESENTATION 15MM 4 RING BINDER A4 WHITE	Each
PRESENTATION 25MM 2 RING BINDER A4 BLUE	Each
PRESENTATION 25MM 2 RING BINDER A4 WHITE	Each
PRESENTATION 25MM 4 RING BINDER A4 BLACK	Each
PRESENTATION 25MM 4 RING BINDER A4 WHITE	Each
PRESENTATION 38MM 2 RING BINDER A4 WHITE	Each
PRESENTATION 40MM 4 RING BINDER A4 BLACK	Each
PRESENTATION 40MM 4 RING BINDER A4 BLUE	Each
PRESENTATION 40MM 4 RING BINDER A4 WHITE	Each
PRESENTATION 50MM 4 RING BINDER A4 WHITE	Each
PRESENTATION 60MM 4 RING BINDER A4 BLACK	Each
PRESENTATION 60MM 4 RING BINDER A4 BLUE	Each
PRESENTATION 60MM 4 RING BINDER A4 RED	Each
PRESENTATION 60MM 4 RING BINDER A4 WHITE	Each
REVOLVING WHITEBOARD 120x150CM	Each
SLIDEBINDERS A4 6MM BLACK	Box 100
TRANSPARENT 2 RING BINDER BL A4 25MM	Each
TRANSPARENT 2 RING BINDER CLEAR A4 25MM	Each
WHITEBOARD DRYWIPE MAGNETIC WITH PEN TRAY 90x120CM	Each
ZIPPA BAGS A4 BLUE	Each

Product Name	Unit of Measure
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WRITING INSTRUMENTS

2B GRADE WOODCASE PENCIL	Box 12
CD MARKER PEN 1MM BULLET TIP	Each
CHISEL TIP HIGHLIGHTERS 0.3MM	Pack 10
CLEAR BALL PEN BLK MEDIUM	Box 50
CLEAR BALL PEN BLU MEDIUM	Box 50
CLICK PENCIL 0.5MM	Pack 10
COLOURED PENCILS	Box 12
COUNTER PEN REFILL BLACK	Each
COUNTER PEN SET ON A CHAIN BLACK	Each
EXTRA FINE MARKER PEN 0.75MM BLACK	Box 10
FINE BALL PEN BLACK	Pack 20
FINE BALL PEN BLUE	Pack 20
FINELINE LEADS 0.5MM HB	Pack 12
FINELINER 0.3MM LINE BLACK	Pack 12
FINELINER 0.5MM LINE RED	Pack 12
FINELINER MEDIUM PEN 0.7MM LINE BLACK	Pack 12
FLIPCHART MARKERS ASSORTED	Pack 4
GEL GRIP ROLLERBALL 0.7MM BLACK	Pack 12
GEL INK PEN 0.5MM ASSORTED	Pack 12
HIGHLIGHTER ASSORTED COLOURS WALLET 4	Pack 4
HIGHLIGHTER BLUE	Pack 12
HIGHLIGHTER GREEN	Pack 12
HIGHLIGHTER ORANGE	Pack 12
HIGHLIGHTER PINK	Pack 12
HIGHLIGHTER YELLOW	Pack 12
LIGHTGRIP BALL PEN MEDIUM BLACK	Pack 12
LIGHTGRIP BALL PEN MEDIUM BLUE	Pack 12
LIGHTGRIP PEN REFILL BLACK	Each
LIGHTGRIP PEN REFILL BLUE	Each
LIQUID INK ROLLER BALL FINE BLACK	Pack 12
MECHANICAL PENCIL 0.7MM	Pack 12
MEDIUM BALL POINT PEN BLACK	Pack 12
MEDIUM BALL POINT PEN BLUE	Pack 12
MEDIUM BALL POINT PEN GREEN	Pack 12
MEDIUM BALL POINT PEN RED	Pack 12
PERM JUMBO MARKER CHISEL TIP BLACK	Box 10
PERM MARKER BULLET TIP BLACK	Box 10
PERM MARKER CHISEL TIP BLACK	Box 10
RETRACT BALL PEN BLACK	Pack 12
RETRACT BALL PEN RED	Pack 12
RETRACT LUBRIGLIDE BALL PEN BLACK	Pack 12
SLIM BALL POINT BLUE	Pack 20
STICK BALL PEN BLACK FINE	Box 10
STICK BALL PEN BLUE FINE	Box 10
TWIN TIP MARKER BLACK	Pack 12

WHITEBOARD BULLET MARKERS ASSTORTED	Pack 4
WHITEBOARD BULLET MARKERS BLACK	Pack 6
WHITEBOARD CHISEL MARKERS	Pack 4
WHITEBOARD ERASER	Each
WOODCASE PENCIL HB	Box 12
WOODCASE PENCIL HB ERASER TIP	Box 12

Product Name	Unit of Measure
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CUT PAPER

OFFICE PAPER 100% RECYCLED A4 80GSM LOOSE WHITE	Box 2500
OFFICE PAPER 100% RECYCLED A4 80GSM WHITE	Box 2500
OFFICE PAPER 100% RECYCLED A4 90GSM WHITE	Box 2500
OFFICE PAPER 100% RECYCLED A4 100GSM WHITE	Box 2500
OFFICE PAPER 100% RECYCLED A4 120GSM WHITE	Box 2500
OFFICE PAPER 100% RECYCLED A4 160GSM WHITE	Box 2500
OFFICE PAPER 100% RECYCLED A5 80GSM WHITE	Box 2500
OFFICE PAPER 100% RECYCLED A3 90GSM WHITE	Box 2500
OFFICE PAPER 100% RECYCLED A3 100GSM WHITE	Box 2500
OFFICE PAPER 100% RECYCLED A3 120GSM WHITE	Box 2500
OFFICE PAPER 100% RECYCLED A3 160GSM WHITE	Box 2500
OFFICE PAPER 100% VIRGIN A4 80GSM WHITE	Box 2500
OFFICE PAPER 100% VIRGIN A4 90GSM WHITE	Box 2500
OFFICE PAPER 100% VIRGIN A4 100GSM WHITE	Box 2500
OFFICE PAPER 100% VIRGIN A4 120GSM WHITE	Box 2500
OFFICE PAPER 100% VIRGIN A4 160GSM WHITE	Box 2500
OFFICE PAPER 100% VIRGIN A3 80GSM WHITE	Box 2500
OFFICE PAPER 100% VIRGIN A3 90GSM WHITE	Box 2500
OFFICE PAPER 100% VIRGIN A3 100GSM WHITE	Box 2500
OFFICE PAPER 100% VIRGIN A3 120GSM WHITE	Box 2500
OFFICE PAPER 100% VIRGIN A3 160GSM WHITE	Box 2500
OFFICE PAPER 100% VIRGIN A4 80GSM GREEN	Box 2500
OFFICE PAPER 100% VIRGIN A4 80GSM BLUE	Box 2500
OFFICE PAPER 100% VIRGIN A4 80GSM CANARY	Box 2500
OFFICE PAPER 100% VIRGIN A4 80GSM YELLOW	Box 2500
OFFICE PAPER 100% VIRGIN A4 80GSM RED	Box 2500
OFFICE PAPER 100% VIRGIN A4 80GSM CREAM	Box 2500
OFFICE PAPER 100% VIRGIN A4 80GSM ORANGE	Box 2500
OFFICE PAPER 100% VIRGIN A4 80GSM PINK	Box 2500
OFFICE PAPER 100% VIRGIN A4 80GSM LILAC	Box 2500
OFFICE PAPER 100% VIRGIN A4 120GSM GREEN	Box 2500
OFFICE PAPER 100% VIRGIN A4 120GSM BLUE	Box 2500
OFFICE PAPER 100% VIRGIN A4 120GSM CANARY	Box 2500
OFFICE PAPER 100% VIRGIN A4 120GSM YELLOW	Box 2500
OFFICE PAPER 100% VIRGIN A4 120GSM RED	Box 2500
OFFICE PAPER 100% VIRGIN A4 120GSM CREAM	Box 2500
OFFICE PAPER 100% VIRGIN A4 120GSM ORANGE	Box 2500

OFFICE PAPER 100% VIRGIN A4 120GSM PINK	Box 2500
OFFICE PAPER 100% VIRGIN A4 120GSM LILAC	Box 2500
OFFICE PAPER 100% VIRGIN A4 160GSM GREEN	Box 2500
OFFICE PAPER 100% VIRGIN A4 160GSM BLUE	Box 2500
OFFICE PAPER 100% VIRGIN A4 160GSM CANARY	Box 2500
OFFICE PAPER 100% VIRGIN A4 160GSM YELLOW	Box 2500
OFFICE PAPER 100% VIRGIN A4 160GSM RED	Box 2500
OFFICE PAPER 100% VIRGIN A4 160GSM CREAM	Box 2500
OFFICE PAPER 100% VIRGIN A4 160GSM ORANGE	Box 2500
OFFICE PAPER 100% VIRGIN A4 160GSM PINK	Box 2500
OFFICE PAPER 100% VIRGIN A4 160GSM LILAC	Box 2500
OFFICE PAPER 100% VIRGIN A3 80GSM GREEN	Box 2500
OFFICE PAPER 100% VIRGIN A3 80GSM BLUE	Box 2500
OFFICE PAPER 100% VIRGIN A3 80GSM CANARY	Box 2500
OFFICE PAPER 100% VIRGIN A3 80GSM YELLOW	Box 2500
OFFICE PAPER 100% VIRGIN A3 80GSM RED	Box 2500
OFFICE PAPER 100% VIRGIN A3 80GSM CREAM	Box 2500
OFFICE PAPER 100% VIRGIN A3 80GSM ORANGE	Box 2500
OFFICE PAPER 100% VIRGIN A3 80GSM PINK	Box 2500
OFFICE PAPER 100% VIRGIN A3 80GSM LILAC	Box 2500
PREMIUM PHOTO PAPER GLOSS 200GSM A4	Pack 50
WHITE CARD A4 160GSM	Pack 250

Product Name	Unit of Measure
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ELECTRONIC OFFICE SUPPLIES

BROTHER 2500 LASER TONER BLACK	Each
BROTHER LC1100 INK CART BLACK LC1100BK	Each
BROTHER PC201 FAX1020/1030 RIBBON	Each
BROTHER PC301 CART FAX 920/930	Each
BROTHER PC-75 THERMAL TRANSFER RIBBON	Pack
BROTHER TN2000 TONER	Each
BROTHER TN3170 LASER CARTRIDGE	Each
BROTHER TN4100 TONER CARTRIDGE	Each
BROTHER TN6300 HL1240 TONER BLACK	Each
CANON CLI-8BK BLACK INK	Each
CANON CLI-8C CYAN INK	Each
CANON CLI-8M MAGENTA INK	Each
CANON CLI-8Y YELLOW INK	Each
CANON FX10 BLK FAX TONER	Each
CANON PG-510 INK CART 9ML BLACK	Each
CANON PGI-5BK INKJET CART BLK	Each
DELL 5330DN MONO TONER HIGH CAPACITY	Each
DELL 593-11119 BLACK	Each
DELL 593-11120 YELLOW	Each
DELL 593-11121	Each
DELL 593-11122 EX HIGH CAPACITY	Each

DELL B5460DN EX HC TONER BLACK	Each
EPSON EPOS ERC09 RIBBON BLACK	Each
EPSON T0611 BLACK INKJET CARTRIDGE	Each
EPSON T071 INKJET CART D78/DX4000 CYAN	Each
EPSON T071 INKJET CART D78/DX4000 MAGENTA	Each
EPSON T071 INKJET CART D78/DX4000 YELLOW	Each
EPSON T071 INKJET CART R265 MULTIPACK 4 COLOUR	Pack 4
EPSON T1281 INKJET CARTRIDGE BLACK	Each
EPSON T1282 INKJET CARTRIDGE CYAN	Each
EPSON T1283 INKJET CARTRIDGE MAGENTA	Each
EPSON T1284 INKJET CARTRIDGE YELLOW	Each
HP 51645AE DESKJET 850C/820CXI CART BLACK	Each
HP 51645GE 21ML BLACK INK CART	Each
HP C4092A 1100/1100A LASER TONER BLACK	Each
HP C4129X LASER 5000 TONER BLACK	Each
HP C4814AE No13 INK CARTRIDGE BLACK	Each
HP C4836A DESKJET 2200/2250 No11 CYAN	Each
HP C4837A DESKJET 2200/2250 No11 MAGENTA	Each
HP C4838A DESKJET 2200/2250 No11 YELLOW	Each
HP C4844AE INKJET CARTRIDGE BLACK	Each
HP C6578A DESKJET 970CXI COLOUR CART No78	Each
HP C6578D 990XCI TONER 19ml TRI COLOUR No78	Each
HP C6615DE BLACK INK 840C 843C No15	Each
HP C6625A DESKJET 840 COLOUR CART No17	Each
HP C6656A DESKJET 5550 BLACK INKJET CART	Each
HP C6657A INKJET CART TRI-COLOUR No57	Each
HP C7115A LASERJET CART 1200/1220	Each
HP C7115X MAXIMUM CAPACITY LASERJET CART	Each
HP C8719EE BLACK INKJET CART 17ML	Each
HP C8727A DESKJET BLACK INKJET CART	Each
HP C8765EE BLACK INK CART No338	Each
HP C8766EE COLOUR INK CART No343	Each
HP C8767EE BLACK INKJET CART 21ML No339	Each
HP C8771EE CYAN INKJET CART	Each
HP C8772EE MAGENTA INKJET CART	Each
HP C8773EE YELLOW INKJET CART	Each
HP C9351AE BLACK INKJET CART No21	Each
HP C9352AE COLOUR INKJET CART	Each
HP C9361EE COLOUR INKJET CARTRIDGE	Each
HP C9362EE BLACK INKJET CARTRIDGE	Each
HP C9363EE No344 COLOR INKJET CART 14ML	Each
HP C9364 INKJET CART BLACK	Each
HP C9385AE BLACK INKJET CARTRIDGE	Each
HP C9386AE INKJET CART 10ML CYAN	Each
HP C9387AE INKJET CART 10ML MAGENTA	Each

HP C9388AE INKJET CART 10ML YELLOW	Each
HP C9391AE CYAN INKJET CARTRIDGE	Each
HP C9392AE MAGENTA INKJET CARTRIDGE	Each
HP C9393AE YELLOW INKJET CARTRIDGE	Each
HP C9396AE BLACK INKJET CARTRIDGE	Each
HP C9502AE 56 INKJET CART 2PACK YIELD 900	Pack 2
HP C9504EE BLACK INKJET CART No339 2PACK	Pack 2
HP C9505EE TRICOLOUR CART No344 2PACK	Pack 2
HP CB335EE 350 INKJET CART HP 4260 BLACK	Each
HP CB337EE 351 INKJET CART HP 4260 3 COLOUR	Each
HP CB338EE 351XL INKJET CART 3 COLOUR	Each
HP CC531A COLOUR LASERJET TONER CYAN	Each
HP CC532A COLOUR LASERJET TONER YELLOW	Each
HP CC533A COLOUR LASERJET TONER MAGENTA	Each
HP CE250XC TONER CARTRIDGE BLACK	Each
HP CE251A LASERJET TONER CYAN	Each
HP CE260X LASERJET TONER CART HIGH YIELD BLACK	Each
HP CE273A COLOUR LASERJET MAGENTA	Each
HP CE410A No305A TONER CART BLACK	Each
HP CE411A No305A TONER CART CYAN	Each
HP CE412A No305A TONER CART YELLOW	Each
HP CE413A TONER CART MAGENTA No305A	Each
HP CE505A LASER TONER BLACK	Each
HP CF280A TONER CART BLACK No80A	Each
HP CLJ2550 BLACK TONER Q3960A	Each
HP CLJ3500/3700 LASER TONER CART BLACK	Each
HP CLJ3600 LASER TONER CART CYAN	Each
HP CLJ3600 LASER TONER CART MAGENTA	Each
HP CLJ3600 LASER TONER CART YELLOW	Each
HP CLJ3800 SERIES BLACK TONER Q6470A	Each
HP CLJ3800 SERIES CYAN TONER Q6471A	Each
HP CLJ5500 SERIES LASER TONER CART BLACK	Each
HP CLJ5500 SERIES LASER TONER CART CYAN	Each
HP CLJ5500 SERIES LASER TONER CART MAGENTA	Each
HP CLJ5500 SERIES LASER TONER CART YELLOW	Each
HP HD COATED ROLL 610MMX30.5M HPC6029C	Each
HP IMAGING DRUM BLACK CP6015/CM6030	Each
HP LASERJET 1010 ULTRAPRECISE TONER STD BLACK	Each
HP LASERJET 1200/1220/3300 TONER BLACK	Each
HP LASERJET 1300 CART Q2613A BLACK	Each
HP LASERJET 1320/1160 SMART PRINT BLACK	Each
HP LASERJET 2015 BLACK TONER CARTRIDGE	Each
HP LASERJET 2100 TONER CARTRIDGE C4096A BLACK	Each
HP LASERJET 2300 CART Q2610A BLACK	Each
HP LASERJET 4000 MAX TONER C4127X	Each

HP LASERJET 4100 MAX CAP TNR No.61X BLACK	Each
HP LASERJET 4200 SMART CART BLK Q1338A	Each
HP LASERJET 4250 LASER CART DUAL PACK BLACK	Pack 2
HP LASERJET 4300 SMART CART BLK Q1339A	Each
HP LASERJET 4600 BLACK TONER CART C9720A	Each
HP LASERJET 4600 CYAN TONER C9721A	Each
HP LASERJET 4600 MAGENTA TONER C9723A	Each
HP LASERJET 4600 YELLOW TONER C9722A	Each
HP LASERJET 4700 LASER TONER BLACK	Each
HP LASERJET 4700 LASER TONER CYAN	Each
HP LASERJET 4700 LASER TONER YELLOW	Each
HP LASERJET 5500 BLACK CART C9730A	Each
HP LASERJET 5500 COLOUR LASERJET SMART TONER YELLOW	Each
HP LASERJET 5500 CYAN CART C9731A	Each
HP LASERJET 5500 MAGENTA CART C9733A	Each
HP LASERJET 5500 SMARTPRINT CART C9731A CYAN	Each
HP LASERJET 5500 SMARTPRINT CART C9733A MAGENTA	Each
HP LASERJET 5500 YELLOW CART C9732A	Each
HP LASERJET 5550 FUSER UNIT 220V Q3985A	Each
HP LASERJET 5Si TONER CART C3909A	Each
HP LASERJET 650A BLACK TONER CARTRIDGE	Each
HP LASERJET 650A CYAN TONER CARTRIDGE	Each
HP LASERJET 650A YELLOW TONER CARTRIDGE	Each
HP LASERJET 8100 ULTRA PRECISE TONER C4182X	Each
HP LASERJET 9000 TONER CARTRIDGE C8543X	Each
HP LASERJET BLACK CARTRIDGE CE285A	Each
HP LASERJET BLACK TONER CC530A	Each
HP LASERJET PRINT CARTRIDGE Q5949X	Each
HP LASERJET TONER CART BLACK CE255A	Each
HP LASERJET TONER CART CYAN CP6015/CM6030	Each
HP LASERJET TONER CART MAGENTA CE263A	Each
HP LASERJET TONER CART YELLOW CE262A	Each
HP LASERJET TONER CART YELLOW CP6015/CM6030	Each
HP LASERJET TONER CARTRIDGE CE261A	Each
HP LASERJET TONER CARTRIDGE Q5949A	Each
HP No10 INKJET CARTRIDGE BLACK	Each
HP No300XL TRI COLOUR INK CARTRIDGE	Each
HP No301XL BLACK INK CARTRIDGE	Each
HP No301XL INK CART TRI-COLOUR	Each
HP No337 BLACK INK CARTRIDGE	Each
HP No350XL BLACK INK CARTRIDGE	Each
HP No364 BLACK INK CARTRIDGE	Each
HP No364 CYAN INK CARTRIDGE	Each
HP No364 MAGENTA INK CARTRIDGE	Each
HP No364 YELLOW INK CARTRIDGE	Each

HP No45 INKJET CARTRIDGE BLACK 42ML	Each
HP No507X TONER CARTRIDGE 11K BLACK	Each
HP No56 BLACK INKJET CART 19ML	Each
HP No82 INK CART 69ml MAGENTA	Each
HP No82 INK CARTRIDGE 69ml CYAN	Each
HP No82 INK CARTRIDGE 69ml YELLOW	Each
HP No88 BLACK INK CARTRIDGE 20.5ML	Each
HP No88 CYAN INK CARTRIDGE 10ML	Each
HP No88 MAGENTA INK CARTRIDGE 10ML	Each
HP No88 YELLOW INK CARTRIDGE 10ML	Each
HP No920XL 6500 INK CARTRIDGE BLACK	Each
HP No920XL 6500 INK CARTRIDGE CYAN	Each
HP No920XL 6500 INK CARTRIDGE MAGENTA	Each
HP No920XL 6500 INK CARTRIDGE YELLOW	Each
HP No932XL OFFICEJET INK CARTRIDGE BLACK	Each
HP No933XL OFFICEJET INK CARTRIDGE CYAN	Each
HP No933XL OFFICEJET INK CARTRIDGE MAGENTA	Each
HP No933XL OFFICEJET INK CARTRIDGE YELLOW	Each
HP No940XL 8000/8500 INK CARTRIDGE BLACK	Each
HP No940XL 8000/8500 INK CARTRIDGE CYAN	Each
HP No950XL OFFICEJET INK CARTRIDGE BLACK	Each
HP No951XL OFFICEJET INK CARTRIDGE CYAN	Each
HP No951XL OFFICEJET INK CARTRIDGE MAGENTA	Each
HP No951XL OFFICEJET INK CARTRIDGE YELLOW	Each
HP Q2612A BLACK TONER 1010/1012/1015	Each
HP Q3962A LASER CART LJ2550 4000P YELLOW	Each
HP Q5942A 10K TONER CART	Each
HP Q5942X 20K TONER CART	Each
HP Q5950A BLACK LASERJET CARTRIDGE	Each
HP Q5951A CYAN LASERJET CARTRIDGE	Each
HP Q5952A YELLOW LASERJET CARTRIDGE	Each
HP Q5953A MAGENTA LASER CARTRIDGE	Each
HP Q6000A BLACK TONER CARTRIDGE 2600	Each
HP Q6001A CYAN TONER CARTRIDGE	Each
HP Q6002A YELLOW TONER CARTRIDGE	Each
HP Q6003A MAGENTA TONER CARTRIDGE	Each
HP Q6511A BLACK 6K TONER	Each
HP Q7516A BLACK PRINT CARTRIDGE	Each
HP Q7553A BLACK TONER CARTRIDGE	Each
HP Q7581A CYAN LASERJET CARTRIDGE	Each
HP Q7582A YELLOW LASERJET CARTRIDGE	Each
HP Q7583A MAGENTA LASERJET CARTRIDGE	Each
HP SA308AE 45/78 ASS INKJET CART 2PACK	Pack 2
HP TONER CART BLACK CM6030/CM6040	Each
HP TONER CART BLACK P4014/P4015/P4515	Each

MURATEC PF-155 DONOR FILM X2 A4 2PACK	Pack 2
OKI 09002303 RIBBON ML182/183	Each
OKI B6200/6300 TONER CARTRIDGE	Each
OKI B6300 LASER TONER/DRUM 11K YIELD	Each
RICOH 841553 TONER CARTRIDGE YELLOW	Each
RICOH MPC4501/MPC5501 TONER BLACK	Each
RICOH TONER 841424 MPC3501	Each
SAMSUNG CLP-320/325, CLX-3185 SERIES	Each
SAMSUNG CLX-3170/3175 LASER TONER CART BLACK	Each
SAMSUNG M40 SF330/335T/550 BLACK INKJET CARTRIDGE	Each

Product Name	Unit of Measure
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ELECTRONIC STORAGE MEDIA & PERIPHERALS

AUDIO TAPE FERRIC 90 MIN	Each
CD / DVD PAPER SLEEVES WHITE	Pack 50
CD / DVD JEWEL CASE	Pack 10
CD-R 80MIN/700MB	Spindle 50
CD-R 80MIN/700MB INKJET PRINTABLE JEWEL CASE	Pack 10
CD-R 80MIN/700MB JEWEL CASE	Pack 10
CD-R 80MIN/700MB WHITE INKJET PRINTABLE	Spindle 50
CD-RW 80MIN/700MB HIGH SPEED >10X JEWEL CASE	Pack 10
CD-RW 80MIN/700MB STANDARD SPEED 1-10X JEWEL CASE	Pack 10
DVD-R 4.7GB INKJET PRINTABLE	Spindle 50
DVD-R 4.7GB 16X	Spindle 25
DVD-R 4.7GB JEWEL CASE	Pack 10
DVD-R DUAL LAYER 8.5GB JEWEL CASE	Pack 5
DVD-RW 4.7GB JEWEL CASE	Pack 10
USB FLASH DRIVE 4GB	Each
USB FLASH DRIVE 8GB	Each
ADJUSTABLE FOOTREST	Each
BACK SUPPORT BLACK	Each
GEL KEYBOARD WRIST REST PAD	Each
GEL WRIST REST AND MOUSEPAD	Each
FOAM MOUSE MAT BLUE	Each
OPTICAL USB MOUSE BLACK	Each

Product Name	Unit of Measure
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DESKTOP PRINTERS

A4 Colour Inkjet Printers

20<30 pages per minute colour	Each
30<40 pages per minute colour	Each
40<50 pages per minute colour	Each

A4 Mono Laser Printers

20<30 pages per minute colour	Each
30<40 pages per minute colour	Each
40<50 pages per minute colour	Each

A4 Colour Laser Printers

20<30 pages per minute colour	Each
30<40 pages per minute colour	Each
40<50 pages per minute colour	Each

Product Name	Unit of Measure
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FACSIMILE MACHINES

Entry Level Mono Facsimile Machines (<10 A4 pages per min output / <50 page transmit memory)	Each
Low - Mid Range Mono Facsimile Machines (10 - 15 A4 pages per min output / 50 - 250 page transmit memory)	Each
Mid-High Range Mono Facsimile Machines (16 - 20 A4 pages per min output / 251 - 500 page transmit memory)	Each
High Volume Mono Facsimile Machines (>20 A4 pages per min output / >500 page transmit memory)	Each

Product Name	Unit of Measure
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LAMINATORS

High Volume Laminator up to A3 in 500 micron (2 x 250 micron) - 4 Hot Rollers	Each
Office Laminator up to A4 in 250 micron (2 x 125 micron) - 2 Hot Rollers	Each

Product Name	Unit of Measure
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SHREDDERS

Personal - Strip-cut Shredder - 5-10 sheet capacity / 1 user	Each
Personal - Cross-cut Shredder - 5-10 sheet capacity / 1 user	Each
Home / Office - Cross-cut Shredder - 5-12 sheet capacity / 1-3 users	Each
Home Office - Strip-cut Shredder - 5-12 sheet capacity / 1-3 users	Each
Small Business - Strip-cut Shredder - 15-20 sheet capacity / 1-5 users	Each

Product Name	Unit of Measure
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A4 COMB BINDERS

Punch Capacity: <10 80gsm sheets / Binding Capacity: <150 80gsm sheets	Each
Punch Capacity: <15 80gsm sheets / Binding Capacity: <300 80gsm sheets	Each
Punch Capacity: <20 80gsm sheets / Binding Capacity: <500 80gsm sheets	Each
Punch Capacity: <30 80gsm sheets / Binding Capacity: <500 80gsm sheets	Each

Product Name	Unit of Measure
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LABELLING MACHINES

Labelling machine - large graphical display, handheld, maximum label size 10<15mm	Each
Labelling machine - large graphical display, handheld, maximum label size 15<20mm	Each
Labelling machine - large graphical display, handheld, maximum label size 20<25mm	Each
Labelling machine - desktop, maximum label size 50<60mm	Each
Labelling machine - desktop, maximum label size 60<70mm	Each
Labelling machine - desktop, maximum label size 70<80mm	Each

Product Name	Unit of Measure
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TRIMMERS

A3, 0<10 sheet capacity	Each
A4, 0<10 sheet capacity	Each

Product Name	Unit of Measure
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GUILLOTINES

A4, 0<10 sheet capacity	Each
A4, 10<20 sheet capacity	Each
A4, 20<30 sheet capacity	Each
A3, 0<10 sheet capacity	Each
A3, 10<20 sheet capacity	Each
A3, 20<30 sheet capacity	Each
A2, 20<30 sheet capacity	Each

Product Name	Unit of Measure
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CATERING CONSUMABLES

2PLY FACIAL TISSUE WHITE	Pack
ANTIBACTERIAL HAND WASH 250ML	Each
BISCUITS ASSORTED MINI 100 PACKS OF 3'S	Pack 100
CAFE CHINA CUPS SMALL 100Z	Box 24
CAFE CHINA TEAPOTS	Box 4
COFFEE DECAFFEINATED 500G	Each
COFFEE ORIGINAL 500G	Each
COFFEE ORIGINAL 750G	Each
CORDLESS JUG KETTLE	Each
DISPOSABLE COATED PLATES	Box 1000
FOOD TO GO FORK	Box 1000
FOOD TO GO SPOON BLACK	Box 1000
GREASEPROOF PAPER BAKING SHEETS 16X24	Box 500
INSULATED CUPS 7OZ	Pack 25
KITCHEN ROLL JUMBO	Each
NAPKIN WHITE 1PLY 32x32CM	Pack 50
PLASTIC CUPS TALL WHITE 7OZ	Pack 100
PLASTIC CUPS WHITE 9OZ	Pack 100
PLASTIC TEA SPOONS	Pack 12
POLYSTYRENE VENDING CUPS 12OZ	Pack 25
PREMIUM KITCHEN ROLL	Pack 2
SEMI SKIMMED MILK POTS	Box 120
SHAKE AND POUR SUGAR 750G	Each
SQUAT WAXED VENDING CUPS WHITE 7OZ	Pack 100
SQUAT WAXED VENDING CUPS WHITE 9OZ	Pack 100
STILL WATER 500ML	Pack 24
SUGAR SACHETS WHITE	Pack 100
TEA BAGS 1100 BAGS	Each
TEA BAGS 460 BAGS	Each
TOILET BRUSH / HOLDER	Each
UHT SEMI SKIMMED MILK 500ML	Pack 12

Product Name	Unit of Measure
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JANITORIAL SUPPLIES

ADVANCED HYGIENE ROLL 2 PLY WHITE	Box 18
AIR FRESHENER 300ML	Each

ANTIBACTERIAL SOAP 250ML	Each
ANTIBACTERIAL SURFACE CLEANER WIPES	Pack 150
CENTREFEED ROLL 2PLY 150M BLUE	Pack 6
CLOTHS ALL PURPOSE BLUE	Pack 50
DISHWASHER DETERGENT 4.5KG	Pack 4
DISHWASHER TABLETS ALL IN ONE	Each
DUSTERS YELLOW	Pack 10
DUSTPAN AND BRUSH SET PLASTIC	Each
GLASS & STAINLESS STEEL CLEANER 750ML	Pack 6
HAND DISHWASHING LIQUID D1 DETERGENT 1.5L	Pack 4
HAND TOWEL C FOLD 1PLY GREEN	Pack 20
HAND TOWEL C-FOLD 2 PLY WHITE	Pack 20
HEAVY DUTY CLEANER ALKALINE/SOLVENT BASED	Pack 6
HEAVY DUTY REFUSE SACKS BLACK	Pack 200
JUMBO TOILET ROLL 200M	Pack 12
KITCHEN CLEANER SPRAY 750ML	Each
KITCHEN ROLL WHITE	Pack 6
LIQUID DETERGENT CONCENTRATED L3 5 LITRE	Pack 2
LIQUID SOAP 250ML	Pack 2
LOW FOAM RINSE ADDITIVE A5 5L	Pack 2
MOP AND BUCKET	Each
NAPKINS 2PLY 200 SHEETS WHITE	Pack 50
REFUSE SACKS BLACK 60L	Roll 25
REFUSE SACKS WHITE 25L	Roll 50
SANITISING WIPES TUB 1000	Each
SOFT CARE FOAM H2 0.7L	Pack 6
SPONGE CATERING SCOURER	Pack 10
TEA TOWELS ASSORTED	Pack 10
THICK BLEACH 750ML	Pack 2
TOILET CLEANER PINE 750ML	Each
TOILET ROLL 2 PLY 200 SHEETS WHITE	Pack 48
TOILET ROLL 2 PLY 320 SHEETS WHITE	Pack 36
TOILET ROLL 200 SHEET WHITE	Pack 48
VACUUM CLEANER RED/BLACK	Each
WASHING UP BRUSH	Each
WASHING UP LIQUID 500ML	Each
WATER SOFTENER SALT TABLETS 10KG	Each
WINDOW SPRAY CLEANER 500ML	Each
WOOD POLISH 750ML	Each

Product Name	Unit of Measure
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PERSONAL PROTECTION EQUIPMENT

ACCIDENT REPORT BOOK DATA PROTECTION ACT	Each
ALCOHOL FREE WIPES	Pack 100
BODY FLUID SPILLAGE KIT	Each
BRITISH STANDARD FIRST AID KIT LARGE	Each

BRITISH STANDARD FIRST AID KIT MEDIUM	Each
BURNS DRESSINGS	Pack 6
CO2 FIRE EXTINGUISHER	Each
CAUTION WET FLOOR SIGN	Each
COLD STORE JACKET MEDIUM/LARGE	Each
DE-ICING SALT 25KG BAG	Each
DISPOSABLE PLASTIC OVERSHOES BLUE	Pack 50
EYE PROTECTORS CLEAR	Each
EYEWASH KIT	Each
FABRIC ASSORTED PLASTERS	Pack 150
FIRE BLANKET 100X100CM	Each
FIRST AID FOIL BLANKET	Each
FIRST AID KIT 1-50 STAFF	Each
HARD HELMET TRADE	Pack
HEALTH AND SAFETY POSTER	Each
HIVIZ JACKET MEDIUM/LARGE YELLOW	Each
HIVIZ TROUSERS MEDIUM/LARGE YELLOW	Each
HIVIZ VEST MEDIUM/LARGE YELLOW	Each
IMPACT 2AAA TORCH	Each
INSTANT ICE PACKS	Each
LATEX VINYL GLOVES POWDER FREE LARGE	Pack 100
LATEX VINYL GLOVES POWDER FREE MEDIUM	Pack 100
MULTIPURPOSE PROTECTIVE GLOVES MEDIUM/LARGE	Each
OFFICE AND FACTORY THERMOMETER	Each
PAIR FLAMEGUARD OVEN MITTS	Each
PTC CERAMIC FAN HEATER 1.8KW	Each
SAFETY KNITTED WORK GLOVES BUILDERS GRIP MEDIUM/LARGE	Each
STAINLESS STEEL FLASK EVERYDAY 0.5L	Each
STEPLADDER 3 TREAD	Each
STEPLADDER 5 TREAD	Each
TOESAVER S1P SAFETY SHOES SIZES 8-10	Each
TRAVEL MUG EVERYDAY 0.4L	Each
UNIVERSAL SIGNAL TAPE YELLOW/BLACK	Each
VINYL GLOVES MEDIUM CLEAR POWDERED	Pack 100
VINYL GLOVES POWDER FREE MEDIUM BLUE	Pack 100
VINYL GLOVES POWDER FREE MEDIUM CLEAR	Pack 100
WALKER TRACTION FOOTWEAR LARGE BLACK	Each
WATERPROOF PLASTERS	Pack 150
WRAPAROUND SAFETY SPECTACLES	Each