

DIRECTORATE OF THE MAYOR: COMMUNICATIONS									
CAT.	SERVICES RENDERED	UNIT	REMARKS	2016/17 Recalculated excl. VAT	2016/17 R incl. VAT	VAT Yes/No	2017/18 Recalculated excl. VAT	2017/18 R incl. VAT	% Increase / decrease
	Imaging :								
MR	Paper Plotting	per metre		450.00	513.00	y	450.00	513.00	0.0%
MR	Black and White Laserwriter Proof A4	per copy		0.61	0.70	y	0.61	0.70	0.0%
MR	Black and White Laserwriter Proof A3	per copy		0.96	1.10	y	0.96	1.10	0.0%
	Photocopies : Colour								
MR	Single sided - A4	per copy		10.00	11.40	y	10.00	11.40	0.0%
MR	Single sided - A3	per copy		20.00	22.80	y	20.00	22.80	0.0%
MR	Double sided - A4	per copy		20.00	22.80	y	20.00	22.80	0.0%
MR	Double sided - A3	per copy		30.00	34.20	y	30.00	34.20	0.0%
	Electronic Media Storage : Digital Video Discs (DVD's)								
MR				18.42	21.00	y	15.00	17.10	-18.6%
	Printing								
MR	A4	per copy	As per Promotion of Access to Information Act	0.52	0.60	y	0.52	0.60	0.0%
MR	A3	per copy		1.23	1.40	y	1.23	1.40	0.0%
	Double sided								
MR	A4	per copy		1.14	1.30	y	1.14	1.30	0.0%
MR	A3	per copy		2.54	2.90	y	2.54	2.90	0.0%
	Corporate Merchandise								
MR	Golf shirts	each		150.00	171.00	y	165.00	188.10	10.0%
MR	T Shirts	each		N/A	N/A	y	70.00	79.80	N/A
MR	Lightweight top	each		250.00	285.00	y	270.00	307.80	8.0%
MR	Winter Jacket	each		400.00	456.00	y	430.00	490.20	7.5%
MR	Peak Caps	each		50.00	57.00	y	50.00	57.00	0.0%
MR	Waistcoats	each		200.00	228.00	y	230.00	262.20	15.0%
MR	Beanie Cap	each		N/A	N/A	y	50.00	57.00	N/A
MR	Conference Bags	each		180.00	205.20	y	190.00	216.60	5.6%
MR	Laptop Bag on wheels	each		650.00	741.00	y	700.00	798.00	7.7%
MR	Laptop Bag - backpack style	each		N/A	N/A	y	600.00	684.00	N/A
MR	Tog Bags	each		180.00	205.20	y	200.00	228.00	11.1%
MR	Filofax	each		140.00	159.60	y	150.00	171.00	7.1%
MR	A4 drop handle zip around folder	each		N/A	N/A	y	180.00	205.20	N/A
MR	Assorted Promotional Pens	each		4.47	5.10	y	4.82	5.50	7.8%
MR	Silver metal pen in pouch	each		30.00	34.20	y	35.00	39.90	16.7%
MR	Executive Pen	each		N/A	N/A	y	100.00	114.00	N/A
MR	Stylus	each		N/A	N/A	y	25.00	28.50	N/A

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				2016/17	2016/17	VAT	2017/18	2017/18	% Increase / decrease
				Recalculated	R	Yes/No	Recalculated	R	
				excl. VAT	incl. VAT		excl. VAT	incl. VAT	
MR	Key Card pouch	each		N/A	N/A	y	40.00	45.60	N/A
MR	Lanyards	each		10.00	11.40	y	10.00	11.40	0.0%
MR	Mini Cooler Bags	each		50.00	57.00	y	80.00	91.20	60.0%
MR	Memory Stick	each		N/A	N/A	y	150.00	171.00	N/A
MR	Power Bank	each		N/A	N/A	y	170.00	193.80	N/A
MR	Travel Mug	each		N/A	N/A	y	60.00	68.40	N/A
MR	Drawstring Bag	each		N/A	N/A	y	12.02	13.70	N/A
MR	Table Mountain paper weight	each		110.00	125.40	y	140.00	159.60	27.3%
MR	Business Card Holder	each		N/A	N/A	y	40.00	45.60	N/A
MR	Key Rings	each		35.00	39.90	y	37.98	43.30	8.5%
MR	Scarf	each		N/A	N/A	y	120.00	136.80	N/A
MR	Tie	each		N/A	N/A	y	80.00	91.20	N/A
MR	Cleaning Cloth	each		N/A	N/A	y	40.00	45.60	N/A
MR	Booklet	each		N/A	N/A	y	65.00	74.10	N/A
MR	Sweat Shirts	each		170.00	193.80	y	Delete	Delete	N/A
MR	Lapel Badge (SA Flag)	each		20.00	22.80	y	Delete	Delete	N/A
MR	COCT Lapel Pins	each		15.00	17.10	y	Delete	Delete	N/A