

AoG Office Supplies

Scope Clarification table

Category	Comments	Product Group	Products	Not in category or not in scope (NIS)
Key Office Supplies (KOS)	<p>Key Office Supplies is designed to provide all basic products that any size office or school requires to operate.</p> <p>Generally speaking, most of the products included in this category can be bought from a supermarket and do not require training to use.</p> <p>For cleaning products and supplies and hardware the items included in this category are basic products that would be accessed by staff, do not require data safety sheets and no training is required to use them. Specialist products that cleaners would use are included in the Cleaning and Hygiene Consumables category (CHC).</p>	Beverages	Tea, instant and ground coffee, milo, chocolate drinks, malt drinks, soup	Coffee machine consumables including beans, milk powder, vending chocolate, milk, water (NIS)
		Business machines	Laminators, binders, shredders, dictation, clocks, guillotines, clocks, calculators, label machines	
		Business machine consumables	Laminating pouches, binding coils and covers, shredder bags, dictation tapes, guillotine blades, labels for machines	
		Books and pads	Notepads, notebooks, desk pads, adhesive pads, adhesive flags, memo cubes and refills, diaries	Exercise books, sketch pads, educational diaries (ES)
		Cleaning products	Dishwashing liquid, dishwashing machine tablets and powder, basic disinfectant, hand soap (small pump bottles), basic surface cleaning products	Commercial size and strength cleaning products (CHC)
		Cleaning supplies and hardware	Buckets, mops, brooms, dusters, dustpans, brushes, cloths, wipes, office and kitchenette rubbish bags, office and kitchenette rubbish bins	Commercial size and specialised supplies and hardware (CHC)
		File	Lever arch, manila, acetate pockets, folders, suspension files, L shapes pockets, concertina files, desk top files, indices, document wallets and files, business card files, flash drives	Clipboards (ES)
		First aid kits	Basic first aid kits for office, kitchenette and car	Industrial size or specialist kits (NIS)
		First aid kits supplies	Plasters, bandages, dressings, paracetamol, torches, first aid scissors, tape, gauze swabs, eye irrigation, burn gel, ice/heat packs, sunscreen, insect repellent, facial tissues, basic first aid gloves	Specialist supplies, defibrillators and medical grade supplies including gloves (NIS)
		Food	Biscuits, crackers, sweets, snack food, condiments, sugar and sugar substitutes	Cooking ingredients (NIS)
		Kitchen paper products	Kitchen towels, serviettes, food bags	Disposable food preparation clothing (NIS)
		Kitchen utensils	Plastic and foam cups, plastic and foam plates, plastic cutlery, stir sticks, straws	Metal cutlery, crockery, glass and arcoroc cups and plates (NIS)
		Mailing	Envelopes plain, courier bags	
Office Stationery products	Batteries, erasers, rulers, office scissors, staplers, staples, staple removers, hold punches, finger cones, office glue, office glue sticks, rubber bands, clips, fasteners, pins, tape, binders, string, security ID holders, name badge holders, recycling trays, tape, labels			

Category	Comments	Product Group	Products	Not in category or not in scope (NIS)
		Paper	White and coloured for printers, photocopiers and faxes, lineflow paper	Eftpos and thermal paper (ICT), art and craft paper (ES)
		Postage	Stamps, postage paid envelopes	
		Writing instruments	Office pens, pencils, highlighters, markers, correction products	Art pencils and pens, whiteboard pens, fabric pens (ES)
ICT consumables (ICT)	ICT consumables (ICT) is designed for those agencies who are not signed to the All of Government (AoG) print services and/or AoG IT hardware contract and require access to purchase these items.	Cartridges	Printers, faxes, photocopiers, inkjet and laser	
		Computer accessories	Computer cleaning products, copy holders, monitor stands and risers, footrests, keyboards, mice, mouse mats, ergonomic accessories, screen filters, fax consumables, OHP film and accessories, cables and adapters, eftpos and thermal paper and accessories	Computers, laptops, screens, software, headsets (NIS)
		Data storage media	Hard drives, CDRs, data cartridges, data tapes, disk drives, diskettes, media storage and storage boxes, mailers	
Educational Supplies (ES)	<p>Educational Supplies (ES) is designed for all agencies who purchase the products included in the category (not just schools).</p> <p>The products are generally specialist in nature and there should be no cross over between products included in this category and products included in Key Office Supplies.</p> <p>Back to School items are not included in the scope of this solution. Items are only for the purchase of the school – students are not able to buy the products.</p>	Art	Sign pens, speciality pencils and pens, fabric pens, crayons, felt tip markers and pens ,chalk, paint, paint brushes, speciality art paper, compasses, protractors, T-squares, sketch pads, stencils, poster paint, window paint.	Office pens and pencils (KOS)
		Craft	Glitter, craft card, craft glue, clay, pom poms	
		Exercise books	Exercise books, scrapbooks, lecture books, shorthand books, graph books, sketch books, education diaries	
		Presentation consumables	Whiteboard pens, sticky A2 pads, flipchart pads, whiteboard magnetic buttons	Business machines and consumables (KOS)
		Presentation hardware	Non electric whiteboards, flipchart stands, cork boards, black boards, wall planners, frames, brochure holders, bookends, clipboards, staff indicator boards	Electric whiteboards (NIS)
		System Consumables	Storage boxes, archive boxes, archive accessories, filing system accessories (e.g.	Filing hardware e.g. shelving (NIS)
Washroom Consumables (WC)	<p>Washroom Consumables (WC) is designed to provide products that an agency will use in their washroom.</p> <p>No hardware or services to support these products are included in this category.</p>	Hand soap	Soap products that are used in dispensers in washrooms	Small individual soaps (KOS), Sanitiser and industrial strength soap (CHC) Dispensers, services, hand and hair and body lotion and moisturiser (NIS)
		Hand towels	Paper products that are used in dispensers in washrooms	Kitchen towels (KOS), Hand dryer machines, dispensers, services (NIS)
		Toilet tissue	Paper products that are used in dispensers in washrooms	Facial tissues (KOS) Dispensers, services (NIS)

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Cleaning and Hygiene Consumables (CHC)	Cleaning and Hygiene Consumables (CHC) is designed to provide commercial size and strength products to agencies.	Cleaning chemicals and compounds	Ammonia, bleach, degreaser, graffiti remover, methylated spirits, chlorine, drain cleaning, insect repellent (commercial), deodoriser, methylated spirits, Shower, toilet, urinal, bathroom, floor cleaner, polish and sealer, carpet, dishwashers, furniture, graffiti, gum, infection control, laundry, metal, mildew, mould, moss, vehicle, disinfectant, hand and surface sanitiser, glass, oven and grill, urine, vomit, industrial strength hand soap	Small size products available in the supermarket (KOS)
	Products in this category will not generally be available at the supermarket due to their size or the specialist nature of them.	Cleaning consumables and implements	Cloths, wipes, vacuum bags and filters, polishing pads, buffers, disposable gloves for cleaning, microfiber products, specialist buckets, specialist mops, specialist brooms	Basic and small quantity packs and sizes of cloths, wipes, buckets, brooms, mops, dusters (KOS) Trolleys, vacuum cleaners, rubbish bags, signs, safety and protective clothing, non disposable gloves, medical grade and non disposable gloves (NIS)
	Safety data sheets and training are required to use many of the products in this category, which would generally be used by cleaning staff, not agency staff.			