

AoG Office Supplies

Scope guide

This table details the product scope for the All-of-Government office supplies solution.

Category	Comments	Product Group	Products	Not in category or not in scope (NIS)
Low waste key office supplies (LWKOS)	<p>Low waste 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 in this category do not require training and can be used by agency staff.</p> <p>For the cleaning products, supplies and hardware items included in this category, these 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</p>	Beverages	Tea, instant and ground coffee, milo, chocolate drinks, malt drinks, soup	NIS: Coffee machine consumables including beans, milk powder, vending chocolate, water
		Business machines	Laminators, binders, shredders, dictation, 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 (see ES)
		Cleaning products	Dishwashing liquid, dishwashing machine tablets and powder, basic disinfectant, hand soap (small pump bottles), hand sanitiser (small pump	Commercial size and strength cleaning products (see CHC)

<p>hygiene consumables category (CHC).</p> <p>Where possible, single use, high waste products should not be included in this category.</p>		bottles), basic surface cleaning products	
	Cleaning supplies and hardware	Buckets, mops, brooms, dusters, dustpans, brushes, cloths, wipes, office and kitchenette rubbish bags	Commercial size and specialised supplies and hardware (see 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, display books, desk organisers	Clipboards (see ES)
	First aid kits	Basic first aid kits for office, kitchenette and car	NIS: Industrial size or specialist kits
	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, basic fire blanket, tweezers	NIS: Specialist supplies, defibrillators and medical grade supplies including gloves
	Food	Biscuits, crackers, sweets, snack food, condiments, sugar and sugar substitutes	NIS: Cooking ingredients
	Kitchen paper products	Kitchen towels, serviettes, food bags	NIS: Disposable food preparation clothing

		Kitchen utensils	Metal cutlery, crockery, glass, plates, cups and mugs, bio cutlery and plates, wooden stir sticks	NIS: Plastic straws, plastic stir sticks, plastic cutlery, foam cups
		Mailing	Envelopes plain, courier bags	
		Office stationery products	Batteries, erasers, rulers, office scissors, staplers, staples, staple removers, hole 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, pencil sharpeners, stamps and stamp pads, blu tack	
		Paper	White and coloured for printers, photocopiers and faxes, lineflow paper	Eftpos and thermal paper (see ICT), art and craft paper (see ES)
		Postage	Postage stamps, postage paid envelopes	
		Writing instruments	Office pens, pencils, highlighters, markers, correction products	Art pencils and pens, whiteboard pens, fabric pens (see ES)
		ICT consumables (ICT)	ICT consumables (ICT) is designed for those agencies who are not signed to the All-of-Government (AoG) IT hardware contract and	Cartridges
		Computer accessories	Computer cleaning products, copy holders, monitor stands and risers,	NIS: Computers, laptops, screens, software

	require access to purchase these items.		footrests, keyboards, mice, mouse mats, headsets, ergonomic accessories, screen filters, fax consumables, OHP film and accessories, cables and adapters, eftpos and thermal paper and accessories	
		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 that purchase the products included in the category (not just schools).</p> <p>The products are generally specialist in nature and there should be no crossover between products included in this category and products included in low waste key office supplies (LWKOS).</p> <p>Back to school items are not included in the scope of this solution. Items are only for</p>	Art	Sign pens, speciality pencils and pens, fabric pens, crayons, felt tip markers and pens ,chalk, paint, paint brushes, speciality art paper and pads, compasses, protractors, T-squares, sketch pads, stencils, poster paint, window paint, speciality sharpeners	Office pens and pencils (see LWKOS)
		Craft	Glitter, craft card, craft glue, clay, pom poms, craft scissors, Velcro hooks and fasteners	
		Exercise books	Exercise books, scrapbooks, lecture books, shorthand books, graph books, sketch books, education diaries	

	the purchase of the school – students are not able to buy the products.	Presentation consumables	Whiteboard pens, sticky A2 pads, flipchart pads, whiteboard magnetic buttons , whiteboard erasers, chalkboard erasers, whiteboard cleaner, staff indicator board accessories	Business machines and consumables (see LWKOS)
		Presentation hardware	Non electric whiteboards, flipchart stands, cork boards, black boards, wall planners, frames, brochure holders, bookends, clipboards, staff indicator boards, display boards, drawing boards	NIS: Electric whiteboards
		System consumables	Storage boxes, archive boxes, archive accessories, filing system accessories	NIS: Filing hardware e.g. shelving
		School specific products (optional)	STEM products, labware, sports gear, musical instruments, teaching aids	
Washroom consumables (WC)	Washroom consumables (WC) is designed to provide products that an agency will use in their washrooms. No hardware or services to support these products are included in this category.	Hand soap (optional for District Health Boards)	Soap products that are used in dispensers in washrooms	Small individual soaps, small individual pump sanitiser (see LWKOS), sanitiser and industrial strength soap (see CHC) NIS: dispensers, services, hand, hair and body lotion and moisturiser
		Hand towels	Paper hand towel products that are used in dispensers in washrooms	Kitchen towels (see LWKOS). NIS: hand dryer machines, dispensers, services

		Toilet tissue	Paper toilet tissue products that are used in dispensers in washrooms	Facial tissues (see LWKOS). NIS: dispensers, services
Cleaning and hygiene consumables (CHC)	<p>Cleaning and hygiene consumables (CHC) is designed to provide commercial size and strength products to agencies.</p> <p>Products in this category will not generally be available at the supermarket due to their size or the specialist nature of them.</p> <p>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.</p>	Cleaning chemicals and compounds	Ammonia, bleach, degreaser, methylated spirits, chlorine, drain cleaning, insect repellent (commercial), deodoriser, cleaning products for showers, toilets, urinals, bathrooms, carpets, dishwashers, furniture, graffiti and gum removal, infection control, laundries, metal, mildew, mould, moss, vehicles, oven and grills, urine, vomit, glass, floor cleaner, polish and sealer, disinfectant, hand and surface sanitiser, industrial strength hand soap	Small size products available from the supermarket (see LWKOS)
		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, specialist rubbish bags	Basic and small quantity packs and sizes of cloths, wipes, buckets, brooms, mops, dusters (see LWKOS), signs, safety and protective clothing, disposable gloves (see HS) NIS: trolleys, vacuum cleaners

Health and safety products (HS)	Health and safety products (HS) is designed to provide products that an agency will need to ensure staff are protected when they are working at their office.	Protection	Disposable gloves (e.g. latex and nitrile), face shields, face masks	
		Site safety	Signage, hard hats (e.g. fire warden), hi visibility vests, sidewinder cable protection	NIS: Work boots
Milk and milk alternative products (MMA)	Milk and milk alternative products (MMA) is designed to provide products that an agency will use in their kitchen.	Dairy	Milk, milk capsules 15ml	NIS: Flavoured milk, dairy food products
		Non dairy	Almond milk, soy milk, oat milk	