

STATIONERY LIST

DATE	DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	AMOUNT
1	CELLOTAPE 55 X 66	ROLL	35	
2	ERASER, PENCIL; IN A SLEEVE	EACH	30	
3	FILE DIVIDER A4 5 TABS (BRIGHT SOLID COLOURS) MULTI PUNCHED	SET	30	
4	FINGER CONES VARIOUS SIZES	BOX	3	
5	GLUE STICK 20G	EACH	35	
6	HIGHLIGHTERS ASSORTED COLOURS	EACH	50	
8	INK ENDORSING RED/ BLACK 30 ML	EACH	10	
9	LEVER ARCH FILES A4 PVC WITH MECHANISM ASSORTED COLOURS 75MM	EACH	100	
10	LEVER ARCH PVC WHITE CREATE A COVER CLEAR POCKET 2D RING BINDER	EACH	100	
11	MEMO CUBE REFILLS 800 BOND SHEETS ASSORTED COLOURS	CUBE	10	
12	MARKER PERMANENT MEDIUM BULLET POINT	EACH	20	
13	PEN, BALL-POINT , RED	EACH	10	
14	PEN, BALL-POINT , BLACK	EACH	100	
15	PENCIL TRADITIONAL HB	EACH	100	
16	PENCIL SHARPENER METAL ONE HOLE WEDGE SHAPE	EACH	30	
17	POP- UP SIGN HERE FLAGS 45MMX12MM ASSORTED COLOURS	EACH	50	
18	PRESTIK 100G	EACH	20	
19	RUBBER BANDS, ASSORTMENT	PACKET	30	
20	RULER CLEAR PLASTIC 30CM	EACH	30	
21	SCISSORS ASSORTED COLOURS 170MM STAINLESS STEEL BLADE	EACH	15	
22	STAPLER OFFICE METAL S17	EACH	30	
23	STAPLES 26/6	BOX	10	
24	STAPLE REMOVER	EACH	30	
25	STAPLE REMOVER FOR GIANT STAPLES	EACH	10	

26	STICK NOTE SELF ADHESIVE 130MM X 85MM ASSORTED COLOURS	PAD	20	
27	STICK NOTE SELF ADHESIVE 51MM X 38MM ASSORTED COLOURS	PAD	20	
28	STICK NOTE SELF ADHESIVE 75MM X 70MM ASSORTED COLOURS	PAD	20	
29	TAPE, CELLOTAPE, ASSORTED COLOURS 18MM X 66M	EACH	10	
30	TAPE, POST-IT TAPE FLAG; ASSORTED COLOURS	EACH	30	
31	WHITEBOARD BOARD, MARKER ASSORTED COLOURS, MEDIUM BULLET POINT	EACH	30	
32	WRITING BOOK A4 HARDCOVER COUNTER BOOK FEINT RULED 192 PAGES	EACH	20	
			Subtotal	
			Vat 15%	
			Total	