

STATIONERY LIST (RFQ110A)

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	AMOUNT
1. Sellotape 55*56	roll	13	
2. Eraser, pencil in a sleeve	Each	13	
3. Glue stick 20g	Each	13	
4. Pen, ball point black	Each	24	
5. Pencil, tradition HB	Each	24	
6. Punch, office paper 2-holes, metal paper adjuster, punch 30 sheets	Each	05	
7. Ruler clear plastic 30cm	each	13	
8 Scissors assorted colours, 170mm stainless steel blade	Each	13	
9 Stapler office metal S17	Each	13	
10 Staples 26/6	box	13	
11 Stick note self-adhesive 75MM*70MM	Pad	12	
12 Tape post it tapes flag assorted punched	Each	12	
13 Writing examination pad A4, 100 sheets punched	Each	40	
14 Plastic reuse bags 910MMX760MM	Roll	1	
15 Ink endorsing Red	Each	2	
16 Ink endorsing Black	Each	2	
17 Pencil sharpener metal one hole wedge shape	each	13	