

SPECIFICATION OF GOODS

ITEM NUMBER LIST	ITEM DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED
1.	BINDING COVERS A4 FROSTED SHEETS	PACKET	200
2.	BINDING ELEMENT 45MM (BLACK) (100 ELEMENTS IN A BOX) COMB	BOX	30
3.	BINDING ELEMENT 51MM (BLACK) 100 ELEMENTS IN A BOX) COMB	BOX	30
4.	CELLOTAPE 55 X 66	ROLL	10
5.	FILE DURAPLUS A4 WITH CLEAR FRONT POCKETS (VARIOUS COLOURS)	EACH	20
6.	A4 MEDIUM WEIGHT FILE ECONOMY RANGE WITH FLAPS	BOX	03
7.	FOLD BACK PAPER CLIPS (19MM)	BOX	10
8.	FOLD BACK PAPER CLIPS (32MM)	BOX	10
9.	FOLD BACK PAPER CLIPS (77MM)	BOX	10
10.	GLUE STICK 40G	EACH	10
11.	HIGHLIGHTERS ASSORTED COLOURS	EACH	30
12.	LEVER ARCH FILES A4 PVC WITH MECHANISM ASSORTED COLOURS 75MM	EACH	15
13.	MARKER PERMANENT MEDIUM BULLET POINT	EACH	10
14.	PEN, BALL-POINT, RED	EACH	10
15.	PEN, BALL-POINT, BLACK	EACH	50
16.	PENCIL TRADITIONAL HB	EACH	10
17.	POUCHES FOR LAMINATING A4	PACKET	03

18.	POUCHES FOR LAMINATING A3	PACKET	03
19.	POP- UP SIGN HERE FLAGS 45MMX12MM ASSORTED COLOURS	EACH	05
20.	PRESTIK 100G	EACH	20
21.	RULER CLEAR PLASTIC 30CM	EACH	10
22.	SCISSORS ASSORTED COLOURS 170MM STAINLESS STEEL BLADE	EACH	10
23.	STAPLES 26/6	BOX	20
24.	STAPLES, GIANT; 66/8	BOX	02
25.	STAPLE REMOVER	EACH	10
26.	STAPLE REMOVER FOR GIANT STAPLES	EACH	03
27.	STICK NOTE SELF ADHESIVE 75MM X 70MM ASSORTED COLOURS	PAD	10
28.	WRITING BOOK A4 HARDCOVER COUNTER BOOK FEINT RULED 192 PAGES	EACH	10
29.	WRITING EXAMINATION PAD A4, 100 SHEETS PUNCHED	EACH	10