

<b><u>DESCRIPTION</u></b>	<b><u>UNIT OF ISSUE</u></b>	<b><u>QUANTITY</u></b>
Pen, ballpoint black	Box of 30	2
File divider A4 10 tabs (bright solid colours) multi-punched Box of 30	Box of 10	4
Marker permanent (Blue, Red & Black)	Pack of 12	1
Paper bond A4 80 gm colour (green & Pink)	Each	6
Pencil clutch mechanical 0.5mm lead nonslip rubber barrel	Each	10
Pencil lead	Tube	10
4 Quire book	Each	10
2 Quire book	Each	8
Short hand notebook	Each	10
Scissor assorted colours 170mm	Each	4
Ruler clear plastic 30cm	Each	10
Black square punch steel desk tray	Each	2
Stick note self adhesive 77mm x70mm	Box	10
Highlighter assorted colours	Each	30
Foldback paper clip 19mm	Box	20
Foldback paper clip 32mm	Box	20
Foldback paper clip 77mm	Box	20
Gem clip paper silver 30mm	Box	10
Gem clip paper silver 50mm	Box	10
Glue stick 40g	Each	4
Prestik 100g	Each	2
Refuse bag 910mm x760	Each	2
Calculator - 12 Digit electronic	Each	2
Lever arch file A4 pvc assorted colours	Each	15
File duraplus A4 with clear front pocket various colours	Each	400
A4 heavy weight file with flaps yellow	Box	1
Stapler office metal- standard	Each	3
Stapler remover standard	Each	8
Staples standard 26/6	Box of 5000 pcs	8
Heavy duty giant stapler	Each	1
Heavy duty giant staples	Box of 1000 pcs	1
Heavy duty staple remover	Each	1

Punch office paper two hole metal paper adjuster, punch 30 sheets	Each	3
Punch paper two hole adjuster, punch 72 sheets	Each	1
Pop-up sign here flags 45mm x 12mm assorted colours	Each 150 sheets	10
Tape, post it flag assorted colours 25.4mm x 43.2mm	Each 50 detention strips	50
Cellotape 18 mm x 66mm	Each	2
Cellotape clear 12mm x 66	Each	3
Pocket sleeve (bulk pack of 100)	Each	2