

2. SPECIFICATION OF GOODS / SERVICE REQUIRED

Pencil (1box), Pencil sharpener (1box), Pencil eraser (1box)
Giant Stapler (1), Giant staple remover (1), staples giant 66/8 (1), Staples 26/6 (12)
Foldback Paper clips 19mm (1box), 32mm (1box), 77mm (1box)
4 Quire book (4), 2 Quire (10), Short hand notebook (5) 2 Quire book Short hand notebook
Gem clips/paper sliver 30mm (10 box), 50mm (10 box)
Stick note 77mm x 70mm assorted colours (10 box), Highlighter assorted colours (30)
Lever Arch files A4 PVC assorted colours 75mm (30), Pen, ball-point black (2box), Blue (1box), Red (1box)
Pop-up sign here flag 45mm x 12mm assorted colours (20), Glue stick 40G (5), Bostik (3), Pocket sleeves (2)
Scissors assorted colours 170 mm (5), Tape, post-it flag assorted colours (20), Duraplus file A4 with clear front pocket (various colours) (150)

3. ITEM DETAILS

ICN	DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED
	Pencils		1
	Pencil sharpener	Box	1
	Pencil eraser		1
	Giant Stapler	Each	1
	Giant staple remover	Each	1
	Staples giant 66/8	Each	1
	Foldback Paper clips 19mm	Box	10
	32mm	Box	10
	77mm	Box	10
	4 Quire book	Each	4
	2 Quire book	Each	10
	Short hand notebook	Each	5
	Stapler	Each	6
	Staples 26/6	Box	12
	Gem clips/ paper sliver 30mm,	Box	10
	50mm	Box	10