

DESCRIPTION	UNIT OF ISSUE	QUANTITY
Pen, ballpoint black	Box of 30	2
File divider A4 10 tabs (bright solid colours) multi punched	Box of 10	4
Permanent markers medium bullet point (black, blue and red)	Each	6 (2 of each colour)
Paper bond A4 80 gm colour (green and pink)	Box	2
Pencil clutch mechanical 0.5mm lead nonslip rubber barrel	Each	8
Pencil leads 0.5mm (12 leads per tube)	Each	8
4 quire books	Each	10
2 quire books	Each	8
Shorthand notebook A5	Each	10
Scissor assorted colour 170mm	Each	4
Ruler clear plastic 30cm	Each	8
Black square punch steel desk tray (500 pages)	Each	2
Stick note self-adhesive 77mm x 70mm	Box	10
Highlighters assorted colours (green, pink, orange and yellow)	Each	32
Foldback paper clip 19mm	Box	20
Foldback paper clip 32mm	Box	20
Foldback paper clip 77mm	Box	20
Gem clip paper sliver 50mm	Box	10
Gem clip paper sliver 30mm	Box	10
Glue stick 40g	Each	4
Prestik 100g	Each	2
Refuse bags (20s) 750 x 950 (pack of 10)	Each	1
Calculator – 12 digits electronic	Each	2
Lever arch file A4 pvc assorted colour (black, blue and red)	Each	15
File duraplus A4 with clear front pocket various colours (black, blue and red) only 50 for red	Each	400
A4 heavy weight file with flaps yellow	Box	1
Stapler office metal standard	Each	3
Stapler remover standard	Each	8
Staples 26/6	Box (500 pcs)	8
Heavy duty giant stapler (240 sheets)	Each	1
Heavy duty stapler remover	Each	1
Heavy duty staples (23/24)	Box (1000 pcs)	1
Punch office paper two-hole metal paper adjuster, punch 30 sheets	Each	3

Punch paper two-hole adjuster, punch 150-300 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 48mm x 50mm	Each	2
Pocket sleeve (bulk pack of 100)	Each	2