

OFFICE STATIONERY ITEMS.

	ITEM DESCRIPTION	UNIT OF ISSUE (UOI)	TOTAL AMOUNT
1	CALCULATOR - 12 DIGIT ELECTRONIC	5	
2	CALCULATOR - FINANCIAL HEAVY DUTY PRINT AND DISPLAY	5	
3	CELLOTAPE 55 X 66	10	
4	CLIP BOARD 240 X 380MM	10	
5	FILE DIVIDER A4 - 1-12, DIVISION(WHITE) MULTI-PUNCHED	10 packets	
6	FILE DIVIDER A4- 1-12 DIVISION(BRIGHT SOLID COLOURS) MULTI-PUNCHED	10 packets	
7	FILE DIVIDER A4 - A-Z , 20 DIVISION FILE DIVIDER (WHITE) MULTI-PUNCHED	10 packets	
8	FILE DIVIDER A4 5 TABS (BRIGHT SOLID COLOURS) MULTI PUNCHED	10 packets	
9	FILE DIVIDER A4 10 TABS (BRIGHT SOLID COLOURS) MULTI PUNCHED	10 packets	
10	FILE DURABLE 2579 A4 WITH CLEAR FRONT POCKETS (VARIOUS COLOURS)	10 packets	
11	FILING POCKETS A4 PLASTIC BINDING EDGE MULTI PUNCHED	10 packets	
12	FLIPCHART PAPER PERFORATED	1	
13	FOLD BACK PAPER CLIPS (19MM)	10	
14	FOLD BACK PAPER CLIPS (32MM)	10	
15	FOLD BACK PAPER CLIPS (77MM)	10	
16	GEMCLIP/PAPER SILVER 30MM	10 boxes	
17	GEMCLIP/PAPER SILVER 50MM	10 boxes	
18	GLUE ALL PURPOSE CLEAR ADHESIVE GLUE 25ML	1	
19	GLUE STICK 40G	20	
20	HIGHLIGHTERS ASSORTED COLOURS	20 boxes	
21	LEVER ARCH FILES A4 BOARD ASSORTED COLOURS 80MM	10	
22	LEVER ARCH FILES A4 PVC WITH MECHANISM ASSORTED COLOURS 75MM	10	
23	LEVER ARCH PVC WHITE CREATE A COVER CLEAR POCKET 2D RING BINDER	10	
24	MARKER PERMANENT MEDIUM BULLET POINT	20 boxes	
25	PLASTIC REFUSE BAGS 910MMX760	5 packet	
26	PEN, BALL-POINT , BLUE	5 boxes	
27	PEN, BALL-POINT , RED	10 boxes	

28	PEN, BALL-POINT , BLACK	20 boxes	
29	PENTEL ENERGEL LIQUID GEL INK 0.7 MM BALL	2 boxes	
30	PENCIL TRADITIONAL HB	5 boxes	
31	PENCIL LEAD 0.5MM	10	
32	PENCIL SHARPENER METAL ONE HOLE WEDGE SHAPE	10	
33	PENCIL CLUTCH MECHANICAL 0,5MM LEAD NON SLIP RUBBER BARREL	10 boxes	
34	POUCHES FOR LAMINATING A4	10	
35	POP- UP SIGN HERE FLAGS 45MMX12MM ASSORTED COLOURS	20	
36	PRESTIK 100G	5	
37	PUNCH, OFFICE PAPER 2-HOLE; METAL PAPER ADJUSTER, PUNCH 30 SHEETS	10	
38	PUNCH,PAPER 2-HOLE HEAVY DUTY PAPER ADJUSTER, PUNCH 72 SHEETS	1	
39	RULER CLEAR PLASTIC 30CM	10	
40	SCISSORS ASSORTED COLOURS 170MM STAINLESS STEEL BLADE	20	
41	STAPLER GIANT	1	
42	STAPLER OFFICE METAL S17	20	
43	STAPLES 26/6	20	
44	STAPLES, GIANT; 66/8	10	
45	STAPLE REMOVER	20	
46	STAPLE REMOVER FOR GIANT STAPLES	1	
47	STICK NOTE SELF ADHESIVE 130MM X 85MM ASSORTED COLOURS	20	
48	STICK NOTE SELF ADHESIVE 51MM X 38MM ASSORTED COLOURS	20	
49	STICK NOTE SELF ADHESIVE 75MM X 70MM ASSORTED COLOURS	20	
50	STORAGE BOX CODE : CBS-SO1	100	
51	TAPE, CELLOTAPE, ASSORTED COLOURS 18MM X 66M	2	
52	TAPE, CELLOTAPE,ASSORTED COLOURS 12MM X 66M	5	
53	TAPE, POST-IT TAPE FLAG; ASSORTED COLOURS	20	
54	WHITEBOARD BOARD,MARKER ASSORTED COLOURS, MEDIUM BULLET POINT	20	
55	WRITING BOOK A4 HARDCOVER COUNTER BOOK FEINT RULED 192 PAGES	20	
56	WRITING A5 SHORTHAND NOTEBOOKS(NO CENTRE LINE) TOP BOUND	20	
57	WRITING EXAMINATION PAD A4, 100 SHEETS PUNCHED	20	
		VAT 15%	
		TOTAL	

