

| ITEM DESCRIPTION | UNIT OF ISSUE | QUANTITY REQUIRED |
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| BIG DESK PENCIL SHARPENER | EACH | 7 |
| CALCULATOR - 12 DIGIT ELECTRONIC | EACH | 8 |
| CELLOTAPE 55 X 66 | ROLL | 20 |
| CLIP BOARD MASONITE 240 X 380MM | EACH | 8 |
| ERASER, PENCIL; IN A SLEEVE | EACH | 26 |
| A4 MEDIUM WEIGHT FILE ECONOMY RANGE WITH FLAPS | BOX | 10 |
| A4 HEAVY WEIGHT FILE WITH FLAPS | BOX | 10 |
| FILING POCKETS A4 PLASTIC BINDING EDGE MULTI PUNCHED | PACKET | 2 |
| FINGER CONES VARIOUS SIZES | BOX | 1 |
| FOLD BACK PAPER CLIPS (19MM) | BOX | 5 |
| FOLD BACK PAPER CLIPS (32MM) | BOX | 5 |
| FOLD BACK PAPER CLIPS (77MM) | BOX | 5 |
| GEMCLIP/PAPER SILVER 30MM | BOX | 13 |
| GLUE ALL PURPOSE CLEAR ADHESIVE GLUE 25ML | EACH | 11 |
| GLUE STICK 40G | EACH | 20 |
| HIGHLIGHTERS ASSORTED COLOURS | EACH | 50 |

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| LABELS WHITE SHEET FORM 32 X50MM | SHEET | 50 |
| MARKER PERMANENT MEDIUM BULLET POINT | EACH | 100 |
| PLASTIC REFUSE BAGS 910MMX760 | ROLL | 50 |
| PEN, BALL-POINT , BLUE | EACH | 100 |
| PEN, BALL-POINT , RED | EACH | 100 |
| PEN, BALL-POINT , BLACK | EACH | 100 |
| PENCIL TRADITIONAL HB | EACH | 100 |
| POP- UP SIGN HERE FLAGS 45MMX12MM ASSORTED COLOURS | EACH | 20 |
| PUNCH,PAPER 2-HOLE HEAVY DUTY PAPER ADJUSTER, PUNCH 72 SHEETS | EACH | 3 |
| RUBBER BANDS, 89 | PACKET | 15 |
| RULER CLEAR PLASTIC 30CM | EACH | 30 |
| SCISSORS ASSORTED COLOURS 170MM STAINLESS STEEL BLADE | EACH | 13 |
| STAPLER GIANT | EACH | 2 |
| STAPLER OFFICE METAL S17 | EACH | 8 |
| STAPLES 26/6 | BOX | 8 |
| STAPLES, GIANT; 66/8 | BOX | 2 |
| STAPLE REMOVER FOR GIANT STAPLES | EACH | 5 |
| STICK NOTE SELF ADHESIVE 75MM X 70MM ASSORTED COLOURS | PAD | 20 |
| WRITING EXAMINATION PAD A4, 100 SHEETS PUNCHED | EACH | 13 |