

STATIONERY LIST

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	AMOUNT
1. Binding covers A4 Frosted Sheets	Packet(100 units inside)	10	
2. Prestik 100G	Each	2	
3. Calculator- 12 Digit electronic	Each	2	
4. Clip Board Masonite 240 x 380MM	Each	2	
5. Stapler Giant	Each	1	
6. Stapler Office Metal s17	Each	5	
7. File Duraplus A4 Red Colour	Box (25 units inside)	3	
8. File Duraplus A4 Blue Colour	Box (25 units inside)	7	
9. Filing Pockets A4 Plastic Binding Edge Multi Punched	Packet (10 units)	5	
10. Tape, Cellotape, Assorted colours 18mm x 66m	Each	2	
11. Fold Back Paper Clips (19MM)	Box (100 units inside)	10	
12. Fold Back Paper Clips (32MM)	Box (100 units inside)	10	
13. Writing A5 Shorthand Notebooks(No Centre line) Top Bound	Each	80	
14. Writing Examination Pad A4, 100 sheets punched	Each	10	

15. Clip/Paper silver 30mm	Box	5	
16. Clip/Paper silver 50mm	Box	5	
17. Glue Stick 20G	Each	10	
18. Highlighters assorted Colours	Each	50	
19. Marker Permanent medium bullet point	Each	5	
20. Ruler clear plastic 30cm	Each	10	
21. Punch,Office Paper 1- hole metal, punch 30 sheets	Each	2	
22. Punch,Office Paper 2- hole,metal paper Adjuster, punch 30 sheets	Each	2	
23. Punch, Paper 2-Hole Heavy duty Paper Adjuster, Punch 72 Sheets	Each	1	
24. Scissors assorted 170mm stainless steel blade	Each	10	
25. Pen, Ball Point , Black	Each	300	
26. Pencil Traditional HB	Each	100	
27. Staple Remover	Each	2	
28. Staple Remover for Giant Staples	Each	1	

29. Pencil Sharperner metal one whole wedge Shape	Each	50	
		Subtotal	
		Vat 15%	
		Total	