

STATIONERY LIST

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	AMOUNT
1. Binding covers A4 Frosted Sheets	Packet(100 units inside)	10	
2. Binding Element 16MM (black) (100 elements in a box)	Box	20	
3. Binding Element 22MM (black) (100 elements in a box)	Box	10	
4. Binding Element 28MM (black) (100 elements in a box)	Box	5	
5. Binding Element 38MM (black) (100 elements in a box)	Box	2	
6. Binding Element 45MM (black) (100 elements in a box)	Box	2	
7. Binding Element 51MM (black) (100 elements in a box)	Box	2	
8. File Duraplus A4 Blue Colour (2579)	Box	7	
8.2. File Duraplus A4 Red Colour (2579)	Box	3	
9. Fold Back Paper Clips (19MM)	Box	20	
10. Fold Back Paper Clips (51MM)	Box	20	
11. Fold Back Paper Clips (77MM)	Box	10	
12. GemClip/Paper silver 30mm	Box	5	

13. GemClip/Paper silver 50mm	Box	5	
14. Glue Stick 20G	Each	10	
15. Highlighters assorted Colours	Each	50	
16. Marker Permanent medium bullet point	Each	5	
17. Plastic Refuse Bags 910MM*760	Roll	5	
18. Pen, Ball Point Black	Each	300	
19. Pencil Traditional HB	Each	100	
20. Pencil Sharpener metal one whole wedge Shape	Each	50	
21. Pop-up Sign here flags 45MM X 12MM Assorted colours	Each	20	
22. Prestik 100G	Each	2	
23. Punch,Office Paper 1- hole metal, punch 30 sheets	Each	1	
24. Punch,Office Paper 2- hole,metal paper Adjuster, punch 30 sheets	Each	1	
25. Punch, Paper 2-Hole Heavy duty Paper Adjuster, Punch 72 Sheets	Each	1	
26. Writing A5 Shorthand Notebooks(No	Each	50	

Centre line) Top Bound			
27. Ruler Clear Plastic 30cm	Each	50	
28. Scissors assorted 170mm stainless steel blade	Each	5	
29. Stapler Giant	Each	1	
30. Stapler Office Metal s17	Each	5	
31. Staples 26/6	Each	5	
32. Staples, Giant, 66/8	Each	5	
33. Staple Remover	Each	2	
34. Staple Remover for Giant Staples	Each	1	
35. Stick Note Self adhesive 51MM*38MM assorted colours	each	50	
36. Tape, Cellotape, Assorted colours 18mm x 66m	Each	2	
37. Writing Examination Pad A4, 100 sheets punched	Each	5	
38. Envelopes (A4) Brown, with Coat of arms	Each	100	
39. Envelopes (A6) Brown, with Coat of arms	Each	50	
40. Relex Magic Clip Dispenser	Each	2	