

## STATIONERY LIST

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED
1.Binding covers A4 Frosted Sheets	Packet (100 units inside)	20
2.Binding Element 45MM (black) (100 elements in a box	Box	2
3.Binding Element 51MM (black) (100 elements in a box	Box	2
4.File Duraplus A4 Blue Colour	Box	10
5.File Duraplus A4 Red Colour	Box	5
6.Fold Back Paper Clips (19MM)	12 Boxes in Box	5
7.Fold Back Paper Clips (51MM)	Box	5
8.Fold Back Paper Clips (77MM)	Box	5
9.Gem Clip/Paper silver 50mm	Box	5
10.Glue Stick 22G	Each	60
11.Highlighters assorted Colours	Each	50
12.Marker Permanent medium bullet point	Each	30
13.White board marker black	Each	10
14 Plastic Refuse Bags 910MM*760	Roll	10
15.Pen, Ball Point Black	Each	330
16.Pen, Ball Point blue	Each	60
17.Pencil Traditional HB	Each	100
18.Pencil Sharpener metal one whole wedge Shape	Each	60
19.Pop-up Sign here flags 45MM X 12MM Assorted colours	Pack	50
20.Punch, Office Paper 1- hole metal, punch 30 sheets	Each	5
21.Ruler Clear Plastic 30cm      Each    50	Each	50



22.Scissors assorted 140mm stainless steel blade	Each	30
23.Stapler Giant            Each    1	Each	1
24Stapler Office Metal s1	Each	10
25.Staples 26/6	BOX	5
26.Staple Remover each	BOX	10
27.Stick Note Self-adhesive 51MM*38MM assorted colours	Each	50
28.Tape, Cellotape, Assorted colours big	Each	10
29. Writing Examination Pad A4, 100 sheets punched	PACK	20
30.Punch, Paper 2-Hole Heavy duty Paper Adjuster, Punch 72 Sheets	Each	1
31.Writing A5 Shorthand Notebooks( No Centre line) Top Bound	Each	100
32. Sleeved Eraser each 40	Each	Box of 40