

LIST OF STATIONERY

ITEM DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	TOTAL
PEN BALLPOINT BLACK	EACH	20	
BLACK FINE RETRACTABLE GEL INK PENS	EACH	10	
POP UP FLAG ASSORTED COLOURS	EACH	10	
FOLDER QUOTATION ASSORTED COLOURS WITH WHITE STRIP AND FILING MECHANISM - DURAPLUS BLUE	BOX	5	
FOLDER QUOTATION ASSORTED COLOURS WITH WHITE STRIP AND FILING MECHANISM - DURAPLUS RED	BOX	5	
FOLDER QUOTATION ASSORTED COLOURS WITH WHITE STRIP AND FILING MECHANISM - DURAPLUS YELLOW	BOX	10	
STAPLER OFFICE METAL S17	EACH	3	
GIANT STAPLER 20 to 120 sheets	EACH	2	
GIANT STAPLES 66/8,66/14	BOX	2	
SCISSORS 170MM STAINLESS STEEL BLADE	EACH	5	
WRITING A5 SHORTHAND	EACH	20	
PERMANENT MARKER MEDIUM BULLET POINT	EACH	5	
TOTALS			