

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 45mm x 12mm	EACH	10	
FOLDER QUOTATION ASSORTED COLOURS WITH WHITE STRIP AND FILING MECHANISM - DURAPLUS BLUE NO.2579	BOX OF 25 STCK./ PCS	5	
FOLDER QUOTATION ASSORTED COLOURS WITH WHITE STRIP AND FILING MECHANISM - DURAPLUS RED NO.2579	BOX OF 25 STCK/ PCS	5	
FOLDER QUOTATION ASSORTED COLOURS WITH WHITE STRIP AND FILING MECHANISM - DURAPLUS YELLOW NO. 2579	BOX OF 25 STCK. / PCS	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 100 PAGES	EACH	20	
PERMANENT MARKER MEDIUM BULLET POINT	EACH	5	
TOTALS			