

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
200	File durable A4 with clear front pocket: (Red – 50), (blue-50), (yellow- 50), (Green – 50)		
1	A4 Brown Envelopes 250 in a box		
3	Punch, office paper 2 hole adjuster		
4	Stapler office metal S17		
5	Scissors (210mm)		
50	Pen Ball-point black		
10	Pen Ball-point red		
3	Punch, paper 2 hole adjuster heavy duty		
50	Glue stick 40g pack of 5		
10	Pencil traditional		
8	Staples 26/6 Box		
4	Staple remover		
50	highlighters assorted colours		
50	Pop-up sign here flag (45x12mm)		
10	Stick note self adhesive yellow 100 sheets 75mm X 75mm pad		
5	Stick note self adhesive Blue 100 sheets 75mm X 75mm pad		
5	Stick note self adhesive Pink 100 sheets 75mm X 75mm pad		
20	Writing book A4 hardcover counter book 192 pages		
10	Eraser 65mm X 23 X18mm		
10	Pencil sharpener Metal on hole		
4	Finer cones (size 2) Box		
200	File divider A4 A-Z Bright colours set		
2	Calculator 12 digit electronic		
5	Cellotape 55x66		
2	Giant Heavy duty 66/8		
2	Staples, Giant 66/8		