

| ICN | DESCRIPTION | UNIT OF ISSUE | QUANTITY REQUIRED | VALUE |
|---|---|----------------------|--------------------------|--------------|
| File Sherpa motion duraplus | File duraplus A4 with clear front pocket various | EACH | 30 | |
| File Divider A4 5tabs (bright solid colours) multi punched | File Divider A4 5 tabs bright solid colours, multi punched | SET | 6 | |
| File divider A4 10tabs (bright solid colours) multi punched | File divider A4 10tabs bright solid colours , multi punched | SET | 6 | |
| Filing pockets A4 Plastic blinding | Filing pockets A4 Plastic blinding | PACKET | 6 | |
| Pen Fine liner Black Pilot | Pen, Ball-point Black | EACH | 15 | |
| Pen Fine liner red Pilot | Pen, Ball-point Red | EACH | 10 | |
| Pen Fine liner Blue Pilot | Pen, Ball-point Blue | EACH | 10 | |
| Adhesive Glue | Glue stick 40g | EACH | 5 | |
| Pencil Clutch | Pencil traditional | EACH | 15 | |
| Ring Binder A4 | Ring Binder A4 | EACH | 10 | |
| White board marker | White board marker | EACH | 3 | |
| Marker highlighter | Marker highlighters assorted colours | EACH | 10 | |
| Pouches for laminating A4 | Pouches for laminating A4 | PACKET | 4 | |
| Pouches for laminating A3 | Pouches for laminating A3 | PACKET | 10 | |
| Staples Paper fastening | Staples 26/6 | BOX | 8 | |
| Pencil, mechanical clutch | Pencil sharpener metal one hole wedge shape | EACH | 3 | |