

ICN	DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	VALUE
File Sherpa motion durable	File durable 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	