

stationery requirements		
No	item description	QUANTITY
1	CALCULATOR -12 DIGIT ELECTRONIC	20
2	ERASER	100
3	FILE DIVIDER A4 1-12 , DIVISION(WHITE) MULTI-PUNCHED	100
4	FILE DIVIDER A4 A-Z, 20 DIVISION MULTI-PUNCHED	100
5	FILE DURAPLUS A4 VARIOUS COLOURS BLUE AND RED ONLY	1000
6	A4 FILE MEDIUM WEIGHT ECONOMY RANGE WITH FLAPS	500
7	A4 FILE HEAVY WEIGHT WITH FLAPS	500
8	GLUE STICK 40G	250
9	HIGHLIGHTERS ASSORTED COLOURS	300
10	LEVER ARCH FILES A4 BOARD ASSORTED COLOURS 80MM BLACK	1000
11	MARKER PERMANENT MEDIUM POINT BLACK,BLUE AND RED	200
12	PEN BALL POINT BLUE	100
13	PEN BALL POINT RED	100
14	PEN BALL POINT BLACK	500
15	PENCIL TRADITIONAL HB	300
16	PENCIL LEAD 0.5	100
17	PENCIL CLUTCH MECHANICAL 0.5MM LEAD NON SLIP RUBBER BARREL	100
18	POP-UP SIGN HERE FLAGS 45MMX12MM ASSORTED COLOURS	300
19	PUNCH, OFFICE PAPER 2-HOLE METAL PAPERADJUSTER , PUNCH 30 SHEET	10
20	PUNCH OFFICE HEAVY DUTY PAPER ADJUSTER PUNCH 72 SHEETS	8
21	RUBBER BANDS	30
22	RULER CLEAR PLASTIC	50
23	SCISSORS ASSORTED COLOURS 170MM STAINLESS STEEL BLADE	50
24	STAPPLER GIANT	6
25	STAPLE REMOVER GIANT	20
26	STICK NOTE SELF ADHESIVE 51MMX38MM ASSORTED COLOURS	200
27	STICK NOTE SELF ADHESIVE 51MMX38MM ASSORTED COLOURS SIGN HERE	200
28	TAPE, CELLOTAPE ,ASSORTED COLOURS 18MM/X66M	10
29	TAPE, CELLOTAPE ,ASSORTED COLOURS 12MM/X66M	10
30	TAPE POST IT FLAGS ASSORTED COLOURS	150
31	WHITEBOARD MARKER ASSORTED COLOURS MEDIUM BULLET POINT	100
32	WRITING BOOK A4 HARDCOVER COUNTER BOOK FEINT RULED POINT	100
33	WRITING BOOK A5 SHORTHAND COUNTER BOOK	100
34	WRITING EXAMININAT PAD A4 100 SHEET PUNCHED	100
35	TIPPEX (CORRECTION PEN)	100