

## STATIONERY SPECIFICATION.

NO.	ITEM	UNIT	QUANTITY	AMOUNT
1	Duraplug files 2579: Blue	Box of 25	10	
2	Duraplug files 2579: Red	Box of 25	10	
3	Computer, Laptop Mobile Cleaning Kit (Multi-Purpose Cleaner, Screen Cleaner and Cloth )	Pack of 3	20	
4	Chairback support: Remedy Health Lumbar Joy Back	Each	20	
5	Stick n Pop-Up Flags 5 Assorted per pack 45x12mm - 200 flags	Each	100	
6	Sign Here Flags- 5 Assorted per pack 45x12mm	Each	25	
7	Sticky Notes Neon 76mm X 76mm	Each	50	
8	Memo Cube-Refill Multi-Colours 100mm X 100mm	Each	25	
9	Wire Mesh Metal Cube, Clip & Pen Holder: Black	Each	3	
10	File Dividers Plastic Multi-Colours A-Z	Each	25	
11	File Dividers Plastic Multi-Colours 1-20	Each	25	
12	Fold Back Clips: 15mm	Pack/Box of 12	60	
13	Fold Back Clips: 19mm	Pack/Box of 12	10	
14	Fold Back Clips: 25mm	Pack/Box of 12	10	
15	Fold Back Clips: 32mm	Pack/Box of 12	10	
16	Fold Back Clips: 41mm	Pack/Box of 12	10	
17	Fold Back Clips: 51mm	Pack/Box of 12	10	
18	Fingerettes: 00	Each	20	
19	Fingerettes: 0	Each	20	
20	Fingerettes: 1	Each	20	
21	Fingerettes: 2	Each	20	
22	Fingerettes: 3	Each	20	
23	White Board Magnetic erasers	Each	10	
24	White Board Makers- black, purple, blue, green	10 of Each	40	
25	Heavy Duty Punch 2holes 65 page capacity	Each	2	
26	Highlighters Multi-colours	Pack of 6	10	
27	Glue Stick 43G	Each	65	
28	Erasers	Each	25	
29	Clear Buff Packaging Tape 48mm x 100m	Each	15	
30	Stamp Ink 30ml (Black 5 & Red 2)	Each	7	
31	Lever Arch Files A4 board assorted colours	Pack of 10	2	
32	Pen Ball-Point- Black	Box	4	
33	Gel Pen- Black 0.7mm	Box of 12	5	
34	Pencil Traditional HB	Box of 12	5	
35	Rubber Bands: 69 (500g of each)	4 Pack of Each	12	
36	Rubber Bands: 75 (500g of each)	Pack	6	
37	Rubber Bands: 89 (500g of each)	Pack	6	
38	Scissors - Assorted Colours 200mm matte	Each	25	
39	Heavy Duty Stapler	Each	5	
40	Heavy Duty Staples	Box	15	
41	Heavy Duty Stapler Remover	Each	5	
42	Stapler, metal-full strip	Each	25	
43	Staples standard 26/6 5000 pieces	Box	30	
44	Staple remover standard	Each	25	
45	Plastic Shredder Bags (120Lt) 25S	Each	10	
46	File Dividers clear /blank A4 tab	Each	50	
47	Hard covers book A4 192pages (2 quire)	Each	15	
48	Pencil Eraser	Each	25	
49	Ruler 30cm	Each	25	
50	Lever Arch File Giant A4 board-85mm Spine, Extra Capacity Heavy-Duty Office File	Each	50	
51	Mottled Black A4 Lever Arch File 70mm	Each	50	
52	Prestik	Each	15	
53	Pencil Sharpners metal	Each	25	
54	Desk Pencil Sharpner	Each	5	
55	Clear All Purpose Adhesive 25ml	Each	10	
56	Ring Reinforcement - white Pvc	Each	12	
57	Filing/Plastic Pockets- A4 100pack	Each	6	
58	Permanent marker EK70 Black	Each	30	
59	Permanent marker EK70 Blue	Each	30	
60	Permanent marker EK90 Black	Each	30	
61	Permanent marker EK90 Black	Each	30	
62	Pen Ball-Point- Red	Box of 50	1	
63	Mesh Desk Organiser w9175 (3 Compartment)	Each	6	
64	SFS 3005 Heavyweight File with flaps	Pack Of 25	5	
	GRAND TOTAL			