

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED
Paper, clips19mm	Box	15
Paper clips 33mm	Box	15
Paper clips 33mm	box	15
Paper clips 50mm	box	15
Binder clips 32mm	Box	15
Glue stick 40G	Each	20
Scissors	Box	10
Pen ball point, black	30 in a box	05
Pen ball point	30 in a box	01
Pencils	30 in a box	01
Giant stapler	1 in a box	02
2 Hole giant puncher	Each	01
Giant puncher	Each	02
Exam pad sheet	Each	50
Post it tape flag assorted colours	Packet	20
Post it flag sign here	Each	40
Highlighters blue	Each	08
Highlighter green	each	08
Highlighter pink	each	08
Urgent stickers	Rolls	02
Memo cube refill 800 assorted colours	Each	04
Notebook hardcover A4 2 quire	Each	30
Shorthand A5 pad	Each	30
Rubber band 38mm	Packet	06

Arch lever file blue	Each	15
Arch lever file red	Each	15
Arch lever file green	Each	15
Colour paper cube refill 100x100ml	Box	10
Sticky note 75x75	packet	50