

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	Total Amount
1.CLEAR CELLOTAPE 55MMX66M	EACH	50	
2.FILE DIVIDER A4	BOX	20	
3.FILE DURAPLUS A4 WITH CLEAR FRONT POCKETS, (100 RED, 100 YELLOW, 100 ORANGE AND 100 BLUE)	EACH	400	
4.GLUE STICK 40G	EACH	30	
5.HIGHLIGHTERS,ASSORTED COLOURS	BOX	20	
6.LEVER ARCH FILES A4 PVC WITH MECHANISM ASSORTED COLOURS 75MM	EACH	100	
7.MARKER,PERMANENT MEDIUM	EACH	20	
8.PAPER BINDER STEEL 25MM	BOX	20	
9. PAPER BINDER STEEL 51MM	BOX	20	
10. PLASTIC SHREDDER BAGS 60-85LT	EACH	100	
11. PEN, BALL-POINT , RED,	EACH	20	
12.DUCT TAPE 48X25MT	EACH	20	
13. GLUE STICK 100G	EACH	20	
14. POP-UP SIGN HERE FLAGS ASSORTED COLOURS	EACH	50	
15. GLUE STICK 100G	EACH	10	
16. PUNCHER, PAPER HOLE 2, METAL PAPER ADJUSTER	EACH	1	
17. RUBBER BANDS 38	EACH	100	
18. RUBBER BANDS 89	EACH	100	
19. SCISSORS, 200MM	EACH	20	
20. GIANT STAPLER	EACH	1	
21.GIANT STAPLES 5/16 X10 BOXES, 23/8, X10 BOXES & 23/10 X10 BOXES	BOX	30 BOXES	

22. GIANT STAPLE REMOVER	EACH	10	
23. STAPLER BLACK MEDIUM (STAPPLES 20 SHEETS)	EACH	20	
24. STAPLES 26/6	BOX	20 BOXES	
28. A4 RING BINDER FILES	EACH	30	
29. Sticky Pad Note 4 * 100 Sheets, 51 mm × 38 mm Size	EACH	100 PACKS	
30. BROWN CELLOTAPE, 48M X50M	EACH	30	
31. TAPE, POST-IT TAPE FLAG; ASSORTED COLOURS	BOX	24 BOXES	
		Sub Total	
		Vat	
		Total	