

STATIONERY LIST

DATE	DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	AMOUNT
1	CLEAR CELLOTAPE 55MMX66M,	EACH	50	
2	FILE DIVIDER A4	EACH	20	
3	FILE DURAPLUS A4 WITH CLEAR FRONT POCKETS, (RED, YELLOW AND BLUE)	EACH	400	
4	PRITT GLUE STICK 40G	EACH	30	
5	HIGHLIGHTERS ASSORTED COLOURS	EACH	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,	EACH	20	
9	PAPER BINDER STEEL 51MM,	EACH	20	
10	PLASTIC SHREDDER BAGS 60- 85LT	EACH	100	
11	PEN, BALL-POINT , RED	EACH	20	
12	DUCT TAPE 48X25MT	EACH	20	
13	BOSTIC PRESTIK 100G	EACH	20	
14	POP- UP SIGN HERE FLAGS 45MMX12MM ASSORTED COLOURS	EACH	50	
15	PRITT 100g,	EACH	10	
16	REXEL V60 PUNCHER, PAPER HOLE 2, METAL PAPER ADJUSTER	EACH	1	
17	RUBBER BANDS 38	EACH	100	
18	RUBBER BANDS, 89	EACH	100	
19	TOLSEN SCISSORS, 200MM	EACH	20	
20	REXEL GIANT STAPLER,	EACH	1	
21	REXEL GIANT STAPLES 5/16 X10 BOXES, 23/8, X10 BOXES & 23/10	BOXES	30 BOXES	
22	REXEL GIANT STAPLE REMOVER X		10	
23	KANGARO, DS435 FULL STRIP STAPLER BLACK,	EACH	20	
24	KANGARO STAPLES 26/6,	BOXES	20 BOXES	
25	A4 RING BINDER FILES,	EACH	30	
26	Deli Sticky Pad Note 4 * 100 Sheets, 51 mm x 51 mm Size		100 PACKS	

27	BROWN CELLOTAPE, 48M X50M,	EACH	30	
28	TAPE, POST-IT TAPE FLAG; ASSORTED COLOURS,	BOXES	24 BOXES	
29	A4 LAMINATION MACHINE,	EACH	1	
30	A4 LAMINATOR POUCHES (100 A PACK)	(100 A PACK)	2000	
			Subtotal	
			Vat 15%	
			Total	