

**STATIONERY LIST**

DATE	DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	AMOUNT
1	CLEAR CELLOTAPE 55MMX66M,	EACH	X50	
2	FILE DIVIDER A4	EACH	X20	
3	FILE DURAPLUS A4 WITH CLEAR FRONT POCKETS, (RED, YELLOW AND BLUE)	EACH	X400	
4	PRITT GLUE STICK 40G	EACH	X30	
5	HIGHLIGHTERS ASSORTED COLOURS	EACH	X20	
6	LEVER ARCH FILES A4 PVC WITH MECHANISM ASSORTED COLOURS 75MM	EACH	X100	
8	MARKER PERMANENT MEDIUM,	EACH	X20	
9	PAPER BINDER STEEL 25MM,	EACH	X20	
10	PAPER BINDER STEEL 51MM,	EACH	X20	
11	PLASTIC SHREDDER BAGS 1LT	EACH	X100	
12	PEN, BALL-POINT , RED	EACH	X20	
13	DUCT TAPE 48X25MT	EACH	X20	
14	BOSTIC PRESTIK 100G	EACH	X20	
15	POP- UP SIGN HERE FLAGS 45MMX12MM ASSORTED COLOURS	EACH	X50	
16	PRITT 100g,	EACH	X10	
17	PUNCH, OFFICE PAPER 2- HOLE; METAL PAPER ADJUSTER, PUNCH 50 SHEETS,	EACH	X1	
18	RUBBER BANDS 38	EACH	X100	
19	RUBBER BANDS, 89	EACH	X100	
20	SCISSORS STAINLESS STEEL BLADE,BIGGEST SIZE,	EACH	X20	
21	REXEL GIANT STAPLER,	EACH	X1	
22	REXEL GIANT STAPLES 5/16 X10 BOXES, 23/8, X10 BOXES & 23/10	BOXES		
23	REXEL GIANT STAPLE REMOVER	BOXES	X10	
24	KANGARO, DS435 FULL STRIP STAPLER BLACK,	EACH	X20	
25	KANGARO STAPLES 26/6,	BOXES	X20	

26	KANGARO STAPLE REMOVER,	BOXES	X20	
27	A4 RING BINDER FILES,	EACH	X30	
28	STICK NOTE SELF ADHESIVE 51MM X 38MM ASSORTED COLOURS,	BOXES	X20	
29	BROWN CELLOTAPE, 48M X50M,	EACH	X30	
30	TAPE, POST-IT TAPE FLAG; ASSORTED COLOURS,	BOXES	X20	
31	A4 LAMINATION MACHINE,	EACH	X1	
32	A4 LAMINATOR POUCHES (100 A PACK)	(100 A PACK)	X2000	
			<b>Subtotal</b>	
			<b>Vat 15%</b>	
			<b>Total</b>	