

SPECIFICATION

| ITEM DESCRIPTION | UNIT OF ISSUE | QUANTITY REQUIRED |
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| BIG DESK PENCIL SHARPENER | EACH | 7 |
| BINDING ELEMENT 12MM (BLACK) (100 ELEMENTS IN A BOX) COMB | BOX | 1 |
| BINDING ELEMENT 16MM (BLACK) (100 ELEMENTS IN A BOX) COMB | BOX | 1 |
| BINDING ELEMENT 22MM (BLACK) (100 ELEMENTS IN A BOX) COMB | BOX | 1 |
| BINDING ELEMENT 28MM (BLACK) (100 ELEMENTS IN A BOX) COMB | BOX | 1 |
| BINDING ELEMENT 38MM (BLACK) (100 ELEMENTS IN A BOX) COMB | BOX | 1 |
| BINDING ELEMENT 45MM (BLACK) (100 ELEMENTS IN A BOX) COMB | BOX | 1 |
| BINDING ELEMENT 51MM (BLACK) (100 ELEMENTS IN A BOX) COMB | BOX | 1 |
| CALCULATOR - 12 DIGIT ELECTRONIC | EACH | 3 |
| CALCULATOR - FINANCIAL HEAVY-DUTY PRINT AND DISPLAY | EACH | 1 |
| CELLOTAPE 55 X 66 | ROLL | 10 |
| CLIP BOARD MASONITE 240 X 380MM | EACH | 10 |
| ERASER, PENCIL; IN A SLEEVE | EACH | 10 |
| FILE DIVIDER A4 - 1-12, DIVISION(WHITE) MULTI-PUNCHED | SET | 10 |
| FILE DIVIDER A4 10 TABS (BRIGHT SOLID COLOURS) MULTI PUNCHED | SET | 12 |
| A4 HEAVY WEIGHT FILE WITH FLAPS | BOX | 50 |
| FINGER CONES VARIOUS SIZES | BOX | 3 |
| FOLD BACK PAPER CLIPS (19MM) | BOX | 12 |
| FOLD BACK PAPER CLIPS (32MM) | BOX | 12 |
| FOLD BACK PAPER CLIPS (77MM) | BOX | 12 |
| GLUE ALL PURPOSE CLEAR ADHESIVE GLUE 25ML | EACH | 2 |
| GLUE STICK 20G | EACH | 5 |
| GLUE STICK 40G | EACH | 10 |
| HIGHLIGHTERS ASSORTED COLOURS | EACH | 30 |
| INK ENDORSING RED & BLACK 30 ML | EACH | 2 |
| INK, PAD 110MM X 147MM | PAD | 1 |
| LETTER OPENER STEEL | EACH | 3 |
| LEVER ARCH FILES A4 BOARD PINK COLOUR 80MM | EACH | 50 |
| LEVER ARCH FILES A4 PVC WITH MECHANISM ASSORTED COLOURS 75MM | EACH | 20 |

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| MARKER PERMANENT MEDIUM BULLET POINT (black) | EACH | 12 |
| PAPER BINDER STEEL 25MM | BOX | 7 |
| PAPER BINDER STEEL 51MM | BOX | 7 |
| PLASTIC REFUSE BAGS 910MMX760 | ROLL | 10 |
| PEN, BALL-POINT, BLUE | EACH | 0 |
| PEN, BALL-POINT, RED | EACH | 0 |
| PEN, BALL-POINT, BLACK | EACH | 100 |
| PENCIL TRADITIONAL HB | EACH | 10 |
| PENCIL LEADS 0,7MM | TUBE | 10 |
| PENCIL SHARPENER METAL ONE HOLE WEDGE SHAPE | EACH | 1 |
| PENCIL CLUTCH MECHANICAL 0,5MM LEAD NON-SLIP RUBBER BARREL | EACH | 10 |
| POP- UP SIGN HERE FLAGS 45MMX12MM ASSORTED COLOURS | EACH | 14 |
| PRESTIK 100G | EACH | 5 |
| PUNCH, OFFICE PAPER 1-HOLE METAL, PUNCH 30 SHEETS | EACH | 7 |
| PUNCH, OFFICE PAPER 2-HOLE; METAL PAPER ADJUSTER, PUNCH 30 SHEETS | EACH | 7 |
| PUNCH, PAPER 2-HOLE HEAVY DUTY PAPER ADJUSTER, PUNCH 72 SHEETS | EACH | 3 |
| RING BINDER A4 BOARD 2 RING 40MM ASSORTED COLOURS | EACH | 1 |
| RUBBER BANDS, 38 | PACKET | 10 |
| RUBBER BANDS, 69 | PACKET | 10 |
| RUBBER BANDS, 75 | PACKET | 10 |
| RUBBER BANDS, 89 | PACKET | 13 |
| RULER CLEAR PLASTIC 30CM | EACH | 7 |
| SCISSORS ASSORTED COLOURS 170MM STAINLESS STEEL BLADE | EACH | 7 |
| STAPLER GIANT | EACH | 3 |
| STAPLER OFFICE METAL S17 | EACH | 7 |
| STAPLES 26/6 | BOX | 7 |
| STAPLES, GIANT; 66/8 | BOX | 14 |
| STAPLE REMOVER | EACH | 7 |
| STAPLE REMOVER FOR GIANT STAPLES | EACH | 3 |
| STICK NOTE SELF ADHESIVE 130MM X 85MM ASSORTED COLOURS | PAD | 7 |
| STICK NOTE SELF ADHESIVE 51MM X 38MM ASSORTED COLOURS | PAD | 7 |

SPECIFICATION

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| STICK NOTE SELF ADHESIVE 75MM X 70MM ASSORTED COLOURS | PAD | 7 |
| TAPE, CELLOTAPE, ASSORTED COLOURS 12MM X 66M | EACH | 7 |
| TAPE, POST-IT TAPE FLAG; ASSORTED COLOURS | EACH | 7 |
| WHITEBOARD BOARD, MARKER ASSORTED COLOURS, MEDIUM BULLET POINT | EACH | 14 |
| WRITING BOOK A4 HARDCOVER COUNTER BOOK FEINT RULED 192 PAGES | EACH | 30 |
| WRITING A5 SHORTHAND NOTEBOOKS (NO CENTRE LINE) TOP BOUND | EACH | 7 |
| WRITING EXAMINATION PAD A4, 100 SHEETS PUNCHED | EACH | 7 |
| QUOTATION RECEIVED STAMP (PRINTY 5460 DATER 58X33MM) RED | EACH | 2 |
| QUOTATION APPROVED STAMP (PRINTY 5460 DATER 58X33MM) BLACK | EACH | 2 |
| QUOTATION RECEIVED STAMP: (PRINTY 5460 DATER 58X33MM) BLACK | EACH | 2 |
| HEAVY DUTY PUNCHER WITH ONE (1) HOLE | EACH | 2 |