

ITEM DESCRIPTION	UNIT OF ISSUE (UOI)	QUANTITY REQUIRED	UNIT COST (INCL VAT)	TOTAL (INCL VAT)
BINDING COVERS A4 FROSTED SHEETS	PACKET	10 PACKETS		
FOLDER QUOTATION ASSORTED COLOURS WITH WHITE STRIP AND FILING MECHANISM	BOX	7 BOXES		
GLUE STICK 40G	EACH	6		
HIGHLIGHTERS ASSORTED COLOURS	PACKET (6 INSIDE)	2 PACKETS		
LEVER ARCH FILES A4 PVC WITH MECHANISM ASSORTED COLOURS 75MM	BOX (10 INSIDE THE BOX)	10 BOXES		
SCISSORS ASSORTED COLOURS 170MM STAINLESS STEEL BLADE	EACH	2 SCISSORS		
RULER CLEAR PLASTIC 30CM	EACH	5 RULERS		
TAPE, POST-IT TAPE FLAG; ASSORTED COLOURS	BOX (24 PCS INSIDE THE BOX) SIZE: 45X25MM	4 BOXES		
FILE DIVIDER A4- 1-12 DIVISION (BRIGHT SOLID COLOURS) MULTI-PUNCHED	SET/PACKET	5 SET/PACKET		
CALCULATOR - 12 DIGIT ELECTRONIC	EACH	1		