

ITEM DESCRIPTION	UNIT OF ISSUE (UOI)	QUANTITY REQUIRED
BINDING COVERS A4 FROSTED SHEETS	PACKET	10 PACKETS
7 BOXES OF A4 QUOTATION FOLDERS WITH WHITE STRIP AND FILING MECHANISM: COLOURS-2 BOXES OF RED, 1 BOX OF YELLOW AND 4 BOXES OF BLUE	BOX	7 BOXES
GLUE STICK 40G	EACH	6
HIGHLIGHTERS-COLOUR: LIME	BOX (10 INSIDE)	2 BOXES
LEVER ARCH FILES A4 PVC WITH MECHANISM 75MM: COLOUR: BLACK	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; COLOURS: LEMON X2 BOXES, ORANGE X1 BOX AND BLUE X 2 BOXES	BOX (24 PCS INSIDE THE BOX) SIZE: 45X25MM	4 BOXES
FILE DIVIDERS A4: 1-12 DIVISION (BRIGHT SOLID COLOURS) MULTI-PUNCHED	SET/PACKET	5 SET/PACKET
CALCULATOR - 12 DIGIT ELECTRONIC (NORMAL SIZE CALCULATOR NOT BIG OR TOO SMALL)	EACH	1