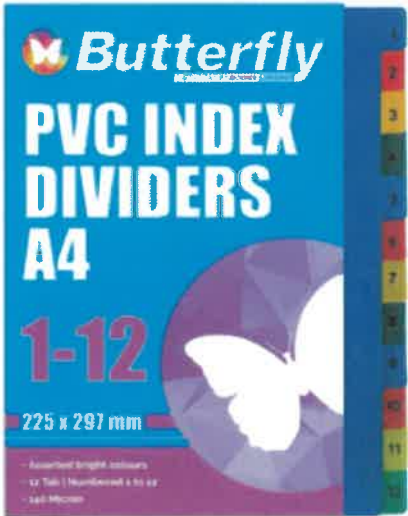


Calculator: Size SAample



Sample of File Dividers A4: 1-12 Division



2. SPECIFICATION OF GOOD / SERVICE REQUIRED

BIC Crystal Xtra Life 60 Ballpoint Pen in Box, Black
A4 Plain Self-Seal Envelopes (Pack of 500 Brown)
A3 Plain Self-Seal Envelopes (Pack of 10 Brown)
A4 Filing Pockets-Multi Punched Pack of 100

OFFICE STATIONERY DIRECTORATE INVESTMENT ANALYSIS

SPECIFICATION

1	10 Packet of Binding Covers A4 Frosted Sheets (Quantity 100 pcs inside the packet)
2	7 boxes of A4 Quotation Folders With Strip and Filing Mechanism: Colours-2 Boxes of Red, 1 Box of Yellow and 4 Boxes of Blue
3	Glue Sticks 40G x12
4	Highlighters-Colour: Yellow 2 Boxes and Pink 2 Boxes (Box of 10= 40 Highlighters)
5	Lever Arch Files A4 PVC With Mechanism (with clear side and front pockets) 75MM-Colour: Black (10 inside the box: X10 Boxes=100 Files)
6	Two Scissor 170MM Stainless Steel Blade
7	Five Rulers-Clear Plastic 30 cm
8	Tape, Post-It Tape Flags: Pop-up flags-Size 45x25 mm 50 sheets/Pad (24 Piece in a box). Colours-Lemon, Orange and Blue
9	Calculator-12 Digit Electronic (Normal size calculator not big or too small)
10	File Dividers A4:1-12 Division Bright Solid Colours: Multi Punched X5
11	BIC Crystal Xtra Life 60 Ballpoint Pen in Box, Black
12	A4 Plain Self-Seal Envelopes (Pack of 500 Brown)
13	A3 Plain Self-Seal Envelopes (Pack of 10 Brown)
14	A4 Filing Pockets-Multi Punched Pack of 100