

	ITEM DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	TOTAL AMOUNT
1	Big Desk Pencil sharpener	Each	20	
2	Binding covers A4 Frosted Sheet	Packet	200	
3	Binding Element 12MM(Black) (100 Elements in a box) Comb	Box	100	
4	Binding Element 22MM(Black)(100 Elements in a box)Comb	Box	100	
5	Binding Element 45MM(Black)(100 Elements in a box)Comb	Box	100	
6	Calculator-12 Digit Electronic	Each	3	
7	Cellotape 55 x 66	Roll	6	
8	Eraser, Pencil ;In a sleeve	Each	10	
9	File divider A4 – A-Z, 20 Division (Bright solid colours)Multi Punched	Set	10	
10	File divider A4 -1-12 Division (Bright solid colours)Multi Punched	Set	15	
11	File divider A4 10 Tabs (Bright solid Colours)Multi punched	Set	10	
12	File Duraplus A4 with clear Front pockets (Various colours)	Each	40	
13	A4 Heavy weight file with flaps	Box	150	
14	Filing pockets A4 plastic binding edge multi punched	Packet	5	
15	Fold back paper clips (19MM)	Box	30	
16	Fold back paper clips (32MM)	Box	30	
17	Fold back paper clips (77MM)	Box	10	

<b>18</b>	Glue stick 20G	Each	10	
<b>19</b>	Glue Stick 40G	Each	10	
<b>20</b>	Highlighters assorted colours	Each	30	
<b>21</b>	Lever Arch file A4 PVC with mechanism assorted colours75MM	Each	15	
<b>22</b>	Lever Arch PVC white create a cover clear pocket 2D Ring Binder	Each	15	
<b>23</b>	Memo cube refills 800 bond sheets assorted colours	Cube	9	
<b>24</b>	Marker Permanent medium bullet point	Each	6	
<b>25</b>	Pen, Ball – Point , Red	Each	10	
<b>26</b>	Pen, Ball – Point, Black	Each	45	
<b>27</b>	Pencil Traditional HB	Each	30	
<b>28</b>	Pouches for laminating A4	Packet	3	
<b>29</b>	Prestik 100 G	Each	6	
<b>30</b>	Ruler Clear Plastic 30 cm	Each	10	
<b>31</b>	Scissors 170MM stainless steel blade	Each	6	
<b>32</b>	Stapler Giant	Each	1	
<b>33</b>	Staples Giant 66/8	Box	3	
<b>34</b>	Staple remover	Each	3	
<b>35</b>	Staple remover for giant staples	Each	3	

<b>36</b>	Stick note Self adhesive 130MM X 85MM assorted colours	Pad	15	
<b>37</b>	Stick note self adhesive 51MM X 3MM assorted colours	Pad	20	
<b>38</b>	Whiteboard Board, Marker Assorted colours, Medium bullet point	Each	5	
<b>39</b>	Whiteboard board, Marker assorted colours, Medium bullet point	Each	15	
<b>40</b>	Writing book A4 Hardcover counter book feint ruled 192 pages	Each	20	
<b>41</b>	Tape, Cellotape 18MM X66M	Each	5	
<b>42</b>	Gemclip /Paper silver 30 MM	Each	2	
<b>43</b>	Gemclip /Paper Silver 50 MM	Each	2	
			<b>Sub-Total</b>	
			<b>Vat</b>	
			<b>Total amount</b>	