

Name		quantity
Quotation folders	30 boxes	Usually 100 folders/box
Arch lever files	200 boxes	10 files/box (<i>specified in the document</i>)
Sticky Notes 3M	15 boxes	Usually 12 pads/box (sometimes 24)
Flags 3M	15 boxes	Usually 12 dispensers/box
Sign Here tabs	15 boxes	Usually 12 dispensers/box
Ballpoint Pens G-2 0.7 Black	15 boxes	Usually 12 pens/box
Ballpoint Pens G-2 0.7 Red	15 boxes	Usually 12 pens/box
ASSORTED PENS	15 PACKS	USUALLY, 12 INSIDE
Permanent Markers	15 boxes	Usually 12 markers/box
Fold Back Clips 19 mm	5 boxes	Usually 12 boxes/carton , each small box contains 12 clips (can vary)
Fold Back Clips 32 mm	5 boxes	Usually 12 boxes/carton , each small box contains 12 clips
Fold Back Clips 77 mm	5 boxes	Usually 12 boxes/carton , each small box contains 12 clips
HB Pencils	15 boxes	Usually 12 pencils/box
DECIFIX ROLL 45 X 5M	EA	5 ROLLS

Calculator-12 Digit Electronic (Normal size calculator not big or too small)	EA	15
GLUE STICK 40G	EA	15
5 Scissor 170MM Stainless Steel Blade	EA	15
High Lighters-Colour (ASSORTED)	15 PACK	USUALLY, 6 IN A PACK X15
Staples 26/6	30 boxes	Usually 5,000 staples/box
Staples 23/17	15 boxes	Usually 1,000 staples/box
Rubber Bands 75 × 3 mm	5 boxes	Usually 100 g or 500 g/box (varies)
Rubber Bands 60 × 15 mm	5 boxes	Usually 100 g or 500 g/box (varies)
Mouse pads	Ea	5
Gaint stapler heavy duty 23/17	ea	15
staplers 100 (paperpro or equivalent)	ea	15
Giant puncher 200 sheet	ea	15
Exam pads 72 pages	ea	15
EXAM PAD A4 72 PAGES	EA	15
Adhesive tape (clear)	ea	10
3 Quire book	ea	20
Chair/back support	ea	10
Staple remover big 200 sheet	ea	15
Staple remover small 100 sheet or less	ea	15
pop up dispenser 3m	ea	15

Bostik 100g	ea	5
Ruler 30cm	ea	15