

DESCRIPTION	UNIT OF PURCHASE	QUANTITY REQUIRED	Total
1. <i>File duraplus A4 clear front pocket various</i>	<i>Each</i>	<i>20</i>	
2. <i>Filing pockets A4 plastic binding</i>	<i>Packet</i>	<i>3</i>	
3. <i>Cellotape 55X66</i>	<i>Roll</i>	<i>2</i>	
4. <i>folder quotation assorted colours with white strip and filing mechanism</i>	<i>Box</i>	<i>20</i>	
5. <i>Glue stick 20G</i>	<i>Each</i>	<i>6</i>	
6. <i>Highlighters assorted colours</i>	<i>Each</i>	<i>10</i>	
7. <i>Pencil traditional</i>	<i>Each</i>	<i>10</i>	
8. <i>Pen, ball-point, blue</i>	<i>Each</i>	<i>10</i>	
9. <i>Pen, ball-point, black</i>	<i>Each</i>	<i>30</i>	
10. <i>Pen, ball-point, red</i>	<i>Each</i>	<i>10</i>	
11. <i>Marker permanent medium bullet point</i>	<i>Each</i>	<i>6</i>	
12. <i>Pencil sharpener metal one hole</i>	<i>Each</i>	<i>5</i>	
13. <i>Pop-up sign here flag (45X12 mm)</i>	<i>Each</i>	<i>5</i>	
14. <i>Punch, office paper 2 hole adjuster</i>	<i>Each</i>	<i>1</i>	
15. <i>Punch, paper 2 hole heavy duty</i>	<i>Each</i>	<i>1</i>	
16. <i>scissors assorted colours(210)</i>	<i>Each</i>	<i>3</i>	
17. <i>Stapler Giant</i>	<i>Each</i>	<i>1</i>	
18. <i>Stapler office metal S17</i>	<i>Each</i>	<i>2</i>	
19. <i>Staples 26/6</i>	<i>Box</i>	<i>5</i>	
20. <i>Staples, Giant 66/8</i>	<i>Box</i>	<i>1</i>	

21. Writing book A4 hardcover counter book 192 pages	Each	3	
		Sub-Total	
		Vat	
		Total	