

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

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