

Request for quote for goods and service (IRFQ):PA-28 (GS)

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	ESTIMATE VALUE
Pen, ball-point red	Box 50	2	
Pen, ball-point black	Box 50	2	
Pen, ball-point blue	Box 50	2	
Pouches for laminating A4	Packet	1	
Pouches for laminating A3	Packet	1	
Pencil Traditional HB	Box 50	3	
Pop-up sign here flags 45mm x 12mm assorted colours	Sheet 30	5	
Prestik 100g	Each	1	
Punch, office paper 2-hole metal paper adjuster punch 30 sheets	Each	30	
Punch, paper 2-heavy duty paper adjuster, 72 sheets	Each	4	
Ring binder A4 board 2 ring 40mm assorted colours	Each	1	
Ring binder A4 board 2 ring 25mm assorted colours	Each	1	
Ring binder A4 board 2 ring 25mm assorted colours	Each	1	
Ring bin2 ring 25mm assorted colour A4 PVC	Each	1	
Ring binder A4 PVC 40mm assorted colours	Each	1	
Rubber bands, assortment	Packet	1	
Rubber bands, 38	Packet	1	
Rubber bands 69	Packet	1	
Rubber bands 75	Packet	1	
Rubber bands 89	Packet	1	
Ruler clear plastic 30cm	Each	30	
Scissors assorted colours 170mm stainless steel blade	Each	30	
Stapler giant	Each	4	
Stapler remover	Each	20	
Stick note self-adhesive 130mm x 85mm assorted colours	Box 20	10	
Brown cover	Each	10	
Binding A4 Covers sheets	Packet	1	
Binding element 16mm black 100 in a box comb	Box	1	
Binding element 22mm black 100 in a box comb	Box	1	
File divider A4 - 1-12 division (white) multi-punched	Set	1	
File divider A4 - A-Z 20 division (bright solid multi-punched colours)	Set	1	
File divider A4 - A-Z 20 division (white) multi-punched	Set	1	