| DESCRPTION | UNIT OF ISSUE | QUANTITY REQUIED | TOTAL |
|---|---|---|---|
| File divider A4 5 tabs (bright solid colours) multi punched | Pack | 1 | |
| File divider A4 10 tabs (bright solid colours) multi punched | Pack | 1 | |
| File duraplus black 2579 (I00 IN A BOX) | Box | 10 | |
| File duraplus blue 2579 (100 IN A BOX) | Box | 10 | |
| A4 medium weight file economy range with flaps | Box | 1 | |
| A4 heavy weight with flaps | Box | 1 | |
| Filing pockets A4 plastic binding edge multi punched | Packet | 1 | |
| Finger cones various sizes | Box | 1 | |
| Flipchart paper perforated | Pad | 1 | |
| Fold back paper clips (19mm) | Box | 1 | |
| Fold back paper clips (32mm) | Box | 1 | |
| Fold back paper clips (77mm) | Box | 1 | |
| Folder quotation assorted colours with white strip and filing | Box | 1 | |
| clip paper silver 30mm | Box | 1 | |
| clip paper silver 50mm | Box | 1 | |
| Glue Stik 20g | Each | 30 | |
| Glue Stik 40g | Each | 30 | |
| Highlighters assorted colours | Box | 3 | |
| Staples 5000 pcs | Box | 10 | |
| Giant staples (100 sheets) | Box | 10 | |
| Sharpener Metal one hole | Each | 15 | |
| Stick note self-adhesive 51mm x 38mm assorted colours | Pad | 5 | |
| Stick note self-adhesive 75mm x 70mm assorted colours | Pad | 5 | |
| Whiteboard markers assorted colours, medium bullet point | Each | 10 | |
| Writing examination pad A4, 100 sheets punched | Each | 20 | |
| Indian Tags | Box | 1 | |
| Ink endorsing red/black 30ml | Each | 1 | |
| Ink pad 110mm x 147mm | Pad | 1 | |
| Labels white sheet form 32mm x 50mm | Sheet | 1 | |
| Lever arch files A4 board assorted colours 80mm | Pack | 1 | |
| Lever arch files A4 PVC with mechanism assorted colours 75mm | Pack | 1 | |
| Lever arch PVC white creates a cover clear pocket 2D ring binder | Pack | 1 | |
| Memo cube refills 800 bonds sheets assorted | Cube | 10 | |
| Marker permanent medium bullet point | Box | 3 | |
| Paper binder steel 25mm | Box | 2 | |
| Plastic refuse bags 910mm x 760 | Roll | 1 | |
| Calculator - 12 Digit Electronical | Each | 30 | |

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|---|---|---|---|
| Calculator - Financial heavy duty print and display | Each | 10 | |
| Cello tape 65 x 66 Clear | Each | 5 | |
| Cello tape 65 x 66 Brown | Each | 5 | |
| Eraser | Each | 30 | |
| File divider A4 1-12 division (bright solid colours) multi-punched | Set | 1 | |
| | | **Subtotal** | |
| | | **Vat** | |
| | | **Total** | |