

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	ESTIMATE VALUE
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 durable black 2579 (100 in a box)	Box	5	
File Durable blue 2579 (100 in a box)	Box	5	
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	
Gem/clip paper silver 30mm	Box	1	
Gem/clip paper silver 50mm	Box	1	
Glue Stik 20g	Each	30	
Glue Stik 40g	Each	30	
Highlighters assorted colours	Box	3	
Staples	Box	5	
Giant staples	Box	5	
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	
Calculator - 12 Digit Electronical	Each	30	
Eraser	Each	30	
File divider A4 1-12 division (bright solid colours) multi-punched	Set	1	