

STATIONERY LIST

DESCRIPTION	UNIT OF ISSUE	QUANTITY REQUIRED	AMOUNT
1. Binding covers A4 Frosted Sheets	Packet (400 units inside)	04	
2. Binding Element 12MM (black) (200 elements in a box)	Box	02	
3. Binding Element 16MM (black) (200 elements in a box)	Box	02	
4. Binding Element 22MM (black) (300 elements in a box)	Box	03	
5. Binding Element 38MM (black) (300 elements in a box)	Box	03	
6. Binding Element 45MM (black) (300 elements in a box)	Box	03	
7. Calculator 12 digit electronic	each	10	
8. Calculator financial heavy duty print and display	each	5	
9 Sellotape 55X66	Rolls	10	
10 File divider A4 5 Tabs (bright solid colours) multi punched	Pack 10	100 sets	
11 File divider A4 10 tabs (bright solid colours) multi punched	Pack 10	100 sets	
12 File divider A4 with clear front pockets (various colours)	200 files	200	
13 Fold back paper clips 19mm	Box	10	
14 Fold back paper clips 32mm	box	10	
15 Fold back paper clips 77mm	Box	10	

16	Folder quotation assorted colours with white strip and filing mechanism	Boxes 2	200 files	
17	Gem clips/ paper silver 30mm	Boxes	10	
18	Gem clip/ paper silver 50mm	Boxes	10	
19	Glue all purpose clear adhesive glue 25ml	Each	15	
20	Glue sticks 40g	Each	15	
21	Highlighters assorted colours	Each	100	
22	Lever arch files A4 PVC with mechanism assorted colours 75mm	Each	50	
23	Marker permanent medium bullet point	Each	100	
24	Pen, ball point blue	Each	100	
25	Pen, ball point red	Each	100	
26	Pen, ball point black	Each	300	
27	Pencil traditional HB	Each	100	
28	Pencil sharpener metal one hole wedge shape	Each	30	
29	Pop-up here flags 45mmx12mm assorted colours	Each	100	
30	Prestik 100g	Each	10	
31	Punch, office paper 2-hole, metal paper adjuster, punch 30 sheets	Each	30	
32	Scissors assorted colours 170mm stainless steel blade	Each	30	

33 Ruler clear plastic 30cm	Each	30	
34 Staple Remover for Giant Staples	Each	30	
35 Stapler office metal	Box	20	
36 Staples 26/6	Each	30	
37 Stick note self adhesive 51mm x 38mm assorted colours	Pads 100	100	
38 Stick note self adhesive 51mm x 38mm assorted colours	200 each	100	
39 Tape, post-it tape flags, assorted colours	200	200	
40 Whiteboard marker assorted colours	Each	50	
41 writing book A4 hardcover counter book faint ruled 192 pages	Each	200	
42 writing A5 shorthand notebooks (no centre lines) top bound each	Each	100	