

REQUEST FOR OFFICE STATIONERY

ITEM NUMBER	ITEM DESCRIPTION	UNIT OF ISSUE(UOI)	QUANTITY REQUIRED
1.	CELLOTAPE 55 X 66	ROLL	4
2.	ERASER,PRNCIL; IN A SLEEVE	EACH	4
3.	FILE DIVIDER A4 – A-Z, 20 DIVISION (BRIGHT SOLID COLOURS)MULTI-PUNCHED	SET	10
4.	FILE DIVIDER A4 1-12 DIVISION (BRIGHT SOLID COLOURS) MULTI-PUNCHED	SET	10
5.	FILE DIVIDER A4 5 TABS (BRIGHT SOLID COLOURS) MULTI- PUNCHED	SET	10
6.	FILE DURAPLUS A4 WITH CLEAR FRONT POCKETS(RED X20 AND NAVY BLUE X40)	EACH	60
7.	FILING POCKET A4 PLASTIC BINDING EDGE MULTI PUNCHED	PACKET	10
8.	FOLD BACK PAPER CLIPS (19MM)	BOX	30
9.	FOLD BACK PAPER CLIPS (32MM)	BOX	30
10.	FOLD BACK PAPER CLIPS (77MM)	BOX	30
11.	FOLDER QUOTATION WITH WHITE STRIP AND FILING MECHANISM(RED AND BLUE COLOUR)	BOX	40
12.	GEMCLIP /PAPER SILVER 30MM	BOX	10
13.	GEMCLIP /PAPER SILVER 50MM	BOX	10
14.	GLUE STICK 20G	EACH	10
15.	GLUE STICK 40G	EACH	10
16.	HIGHLIGHTERS ASSORTED COLOURS	EACH	16
17.	LEVER ARCH FILES A4 BOARD ASSORTED COLOURS 80MM	EACH	40
18.	MARKER PERMANENT MEDIUM BULLET POINT	EACH	10
19.	PAPER BINDER STEEL 25MM	BOX	20
20.	PAPER BINDER STEEL 51MM	BOX	20
21.	PLASTIC REFUSE BAGS 910MM X 760	ROLL	1
22.	PEN, BALL- POINT , BLUE	EACH	100
23.	PEN,BALL-POINT , BLACK	EACH	150
24.	PEN, BALL- POINT, RED	EACH	100
25.	PENCIL TRADITIONAL HB	EACH	20
28.	PENCIL SHARPNER METAL, ONE HOLE WEDGE SHAPE	EACH	6
29.	POP-UP SIGN HERE FLAGS 45MM X 12MM ASSORTED COLOURS	EACH	50
30.	PRESTIK 100G	EACH	2
31.	RULER CLEAR PLASTIC 30CM	EACH	12
32.	STAPLER OFFICE METAL S17	EACH	4
33.	STAPLE REMOVER	EACH	4
34.	STAPLES 26/6	BOX	10
35.	STAPLES GIANT 66/8	BOX	2
36.	STICK NOTE SELF ADHENSIVE 51MM X 38MM ASSORTED COLOURS	PAD	10
37.	WRITING BOOK A4 HARDCOVER COUNTER BOOK FEINT RULED 192 PAGES	EACH	10
38.	SCISSORS ASSORTED COLOURS 170MM STAINLESS	EACH	4