

REQUEST FOR OFFICE STATIONERY

ITEM NUMBER LIST	ITEM DESCRIPTION	UNIT OF ISSUE(UOI)	QUANTITY REQUIRED	AMOUNT
1.	CELLOTAPE 55 X 66	ROLL	3	
2.	ERASER,PRNCIL; IN A SLEEVE	EACH	10	
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(VARIOUS COLOURS)	EACH	30	
7.	FILING POCKET A4 PLASTIC BINDING EDGE MULTI PUNCHED	PACKET	10	
8.	FOLD BACK PAPER CLIPS (19MM)	BOX	50	
9.	FOLD BACK PAPER CLIPS (32MM)	BOX	50	
10.	FOLD BACK PAPER CLIPS (77MM)	BOX	25	
11.	FOLDER QUOTATION ASSORTED COLOURS WITH WHITE STRIP AND FILING MECHANISM	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	24	
17.	LEVER ARCH FILES A4 BOARD ASSORTED COLOURS 80MM	EACH	100	
18.	MARKER PERMANENT MEDIUM BULLET POINT	EACH	10	
19.	PAPER BINDER STEEL 25MM	BOX	10	
20.	PAPER BINDER STEEL 51MM	BOX	20	
21.	PLASTIC REFUSE BAGS 910MM X 760	ROLL	1	
22.	PEN, BALL- POINT , BLUE	EACH	50	
23.	PEN,BALL-POINT , BLACK	EACH	50	
24.	PEN, BALL- POINT, RED	EACH	50	
25.	PENCIL TRADITIONAL HB	EACH	20	
26.	PENCIL LEAD 0.5MM	TUBE	10	
27.	PENCIL LEAD 0.7MM	TUBE	10	
28.	PENCIL SHARPNER METAL, ONE HOLE WEDGE SHAPE	EACH	10	
29.	POP-UP SIGN HERE FLAGS 45MM X 12MM ASSORTED COLOURS	EACH	50	
30.	PRESTIK 100G	EACH	2	
31.	RULER CLEAR PLASTIC 30CM	EACH	10	
32.	STAPLER OFFICE METAL S17	EACH	10	
33.	STAPLE REMOVER	EACH	10	
34.	STAPLES 26/6	BOX	10	
35.	STAPLES GIANT 66/8	BOX	5	
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	
		SUB TOTAL		
		VAT @15%		
		GRAND TOTAL		

