

REQUEST FOR OFFICE STATIONERY

ITEM NUMBER	ITEM DESCRIPTION	UNIT OF ISSUE(UOI)	QUANTITY REQUIRED
1.	CELLOTAPE 55 X 66	ROLL	6
2.	ERASER,PRNCIL; IN A SLEEVE	EACH	5
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.	TAPE – POST IT ASSORTED COLOURS	BOX	10
6.	FILE DURAPLUS A4 WITH CLEAR FRONT POCKETS(RED X20 AND NAVY BLUE X150)	EACH	170
7.	FILING POCKET A4 PLASTIC BINDING EDGE MULTI PUNCHED	PACKET	5
8.	FOLD BACK PAPER CLIPS (19MM)	BOX	50
9.	FOLD BACK PAPER CLIPS (32MM)	BOX	50
10.	FOLD BACK PAPER CLIPS (77MM)	BOX	50
11.	FOLDER QUOTATION WITH WHITE STRIP AND FILING MECHANISM(RED AND BLUE COLOUR)	BOX	80
12.	GEMCLIP /PAPER SILVER 30MM	BOX	10
13.	GEMCLIP /PAPER SILVER 50MM	BOX	10
14.	HIGHLIGHTERS ASSORTED COLOURS	EACH	24
15.	LEVER ARCH FILES A4 BOARD ASSORTED COLOURS 80MM	EACH	200
16.	MARKER PERMANENT MEDIUM BULLET POINT	EACH	3
17.	PAPER BINDER STEEL 25MM	BOX	20
18.	PAPER BINDER STEEL 51MM	BOX	20
19.	PEN, BALL- POINT , BLUE	EACH	100
20.	PEN,BALL-POINT , BLACK	EACH	250
21.	PEN, BALL- POINT, RED	EACH	50
22.	PENCIL TRADITIONAL HB	EACH	20
23.	POP-UP SIGN HERE FLAGS 45MM X 12MM ASSORTED COLOURS	EACH	50
24.	PRESTIK 100G	EACH	2
25.	RULER CLEAR PLASTIC 30CM	EACH	4
26.	STAPLER OFFICE METAL S17	EACH	4
27.	STAPLE REMOVER	EACH	4
28.	STAPLES 26/6	BOX	4
29.	STAPLES GIANT 66/8	BOX	5
30.	STICK NOTE SELF ADHENSIVE 51MM X 38MM ASSORTED COLOURS	PAD	20
31.	WRITING BOOK A4 HARDCOVER COUNTER BOOK FEINT RULED 192 PAGES	EACH	5