

# **SPECIFICATION**

ITEM DESCRIPTION	UNIT OF ISSUE (UOI)	QUANTITY REQUIRED	TOTAL
CALCULATOR-FINANCIAL HEAVY-DUTY PRINT AND DISPLAY	2	2	
55 X 66 CLEAR PACKING TAPE	EACH	10	
A4 MULTICOLOURED COPY PAPER	BOX	1	
FOLD BACK PAPER CLIPS (19MM)	EACH	100	
FOLD BACK PAPER CLIPS (32MM)	EACH	100	
FOLD BACK PAPER CLIPS (77MM)	EACH	100	
LEVER ARCH FILES A4 BOARD ASSORTED COLORS (80MM)	ROLL	20	
LEVER ARCH FILES A4 PVC WITH MECHANISM ASSORTED COLOURS (75MM)	EACH	10	
PUNCH, PAPER 2-HOLE HEAVY DUTY PAPER ADJUSTER, PUNCH 72 SHEETS	2	2	
STAPLER GIANT HEAVY DUTY	2	2	
STAPLE REMOVER FOR GIANT STAPLES	2 BOXES	2	
STAPLES, GIANT 66/8	4 BOXES	5 000 UNIT PER BOX	
FILE DURAPLUSA4 WITH CLEAR FRONT POCKETS (BLUE)	6 BOXES	PACK OF 25 EACH	
FILE DURAPLUSA4 WITH CLEAR FRONT POCKETS (RED)	4 BOXES	PACK OF 25 EACH	
MEMO TUBE HOLDER	1	1	
PEN HOLDER-DESK ORGANIZER	1	1	
		<b>TOTAL</b>	