

| ITEM DESCRIPTION | AVERAGE QUANTITY IN UNIT OF ISSUE | UNIT OF ISSUE (UOI) | QUANTITY REQUIRED |
|--|--------------------------------------|------------------------------|----------------------|
| CALCULATOR - 12 DIGIT ELECTRONIC | 1 | EACH | 6 |
| FILE DURAPLUS A4 WITH CLEAR FRONT POCKETS (VARIOUS COLOURS) | 25 PACK | EACH | 10 |
| FOLD BACK PAPER CLIPS (19MM) | 24 PCS | BOX | 10 |
| FOLD BACK PAPER CLIPS (32MM) | 24 PCS | BOX | 10 |
| FOLD BACK PAPER CLIPS (77MM) | 24 PCS | BOX | 10 |
| PAPER CLIP SILVER 80MM | PACK OF 6 | BOX | 10 |
| HIGHLIGHTERS ASSORTED COLOURS | 6 PACK | EACH | 20 |
| LEVER ARCH PVC WHITE CREATE A COVER CLEAR POCKET 2D RING BINDER | SET OF 1 | EACH | 10 |
| PEN, BALL-POINT , RED | 12 PCS | BOX | 10 |
| PEN, BALL-POINT , BLACK | PACK OF 50 | BOX | 50 |
| POP- UP SIGN HERE FLAGS 45MMX25MM ASSORTED COLOURS | SET/PACK OF 100 | EACH | 50 |
| RULER CLEAR PLASTIC 30CM | PACK OF 1 | EACH | 6 |
| WRITING BOOK A4 HARDCOVER COUNTER BOOK FEINT RULED 192 PAGES | 1 | EACH | 5 |