

## **SPECIFICATION FOR STATIONERY**

ITEM DESCRIPTION	AVERAGE QUANTITY IN UNIT OF ISSUE	UNIT OF ISSUE (UOI)	QUANTITY REQUIRED
CALCULATOR - 12 DIGIT ELECTRONIC	1	EACH	10
FILE DURAPLUS A4 WITH CLEAR FRONT POCKETS (VARIOUS COLOURS)	25 PACK	EACH	20
FOLD BACK PAPER CLIPS (19MM)	24 PCS	BOX	20
FOLD BACK PAPER CLIPS (32MM)	24 PCS	BOX	20
FOLD BACK PAPER CLIPS (77MM)	24 PCS	BOX	20
PAPER CLIP SILVER 80MM	PACK OF 6	BOX	20
HIGHLIGHTERS ASSORTED COLOURS	6 PACK	EACH	30
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	10
WRITING BOOK A4 HARDCOVER COUNTER BOOK FEINT RULED 192 PAGES	1	EACH	10