

# **SPECIFICATION**

ITEM DESCRIPTION	AVERAGE QUANTITY IN UNIT OF ISSUE	UNIT OF ISSUE (UOI)	QUANTITY REQUIRED	TOTAL
BIG DESK PENCIL SHARPENER	1	EACH	2	
BINDING COVERS A4 FROSTED SHEETS	1	PACKET	2	
BINDING ELEMENT 12MM ( BLACK) (100 ELEMENTS IN A BOX) COMB	1	BOX	1	
BINDING ELEMENT 16MM ( BLACK) (100 ELEMENTS IN A BOX) COMB	1	BOX	1	
BINDING ELEMENT 22MM ( BLACK) (100 ELEMENTS IN A BOX) COMB	1	BOX	1	
BINDING ELEMENT 28MM ( BLACK) (100 ELEMENTS IN A BOX) COMB	1	BOX	1	
BINDING ELEMENT 38MM ( BLACK) (100 ELEMENTS IN A BOX) COMB	1	BOX	1	
BINDING ELEMENT 45MM ( BLACK) (100 ELEMENTS IN A BOX) COMB	1	BOX	1	
BINDING ELEMENT 51MM ( BLACK) (100 ELEMENTS IN A BOX) COMB	1	BOX	1	
CALCULATOR - 12 DIGIT ELECTRONIC	1	EACH	2	
CALCULATOR - FINANCIAL HEAVY DUTY PRINT AND DISPLAY	1	EACH	1	
CELLOTAPE 55 X 66	1	ROLL	2	
CLIP BOARD MASONITE 240 X 380MM	1	EACH	2	
ERASER, PENCIL; IN A SLEEVE	1	EACH	5	
FILE DIVIDER A4 - 1-12, DIVISION(WHITE) MULTI- PUNCHED	1	SET	10	
FILE DIVIDER A4 - A-Z , 20 DIVISION (BRIGHT SOLID COLOURS) MULTI-PUNCHED	1	SET	30	
FILE DIVIDER A4- 1-12 DIVISION(BRIGHT SOLID COLOURS) MULTI-PUNCHED	1	SET	20	
FILE DIVIDER A4 - A-Z , 20 DIVISION FILE DIVIDER (WHITE) MULTI-PUNCHED	1	SET	20	
FILE DIVIDER A4 5 TABS (BRIGHT SOLID COLOURS) MULTI PUNCHED	1	SET	5	
FILE DIVIDER A4 10 TABS (BRIGHT SOLID COLOURS) MULTI PUNCHED	1	SET	12	
FILE DURAPLUSA4 WITH CLEAR FRONT POCKETS (Red and Blue)	1	EACH	200	

## **SPECIFICATION**

A4 MEDIUM WEIGHT FILE ECONOMY RANGE WITH FLAPS	1	BOX	2	
A4 HEAVY WEIGHT FILE WITH FLAPS	1	BOX	2	
FILING POCKETS A4 PLASTIC BINDING EDGE MULTI PUNCHED	1	PACKET	3	
FINGER CONES VARIOUS SIZES	1	BOX	3	
FLIPCHART PAPER PERFORATED	1	PAD	5	
FOLD BACK PAPER CLIPS (19MM)	1	BOX	12	
FOLD BACK PAPER CLIPS (32MM)	1	BOX	12	
FOLD BACK PAPER CLIPS (77MM)	1	BOX	12	
GEMCLIP/PAPER SILVER 30MM	1	BOX	7	
GEMCLIP/PAPER SILVER 50MM	1	BOX	7	
GLUE ALL PURPOSE CLEAR ADHESIVE GLUE 25ML	1	EACH	2	
GLUE STICK 20G	1	EACH	5	
GLUE STICK 40G	1	EACH	5	
HIGHLIGHTERS ASSORTED COLOURS	1	EACH	30	
INK ENDORSING RED / BLACK 30 ML	1	EACH(black)	2	
INK, PAD 110MM X 147MM	1	PAD	1	
LETTER OPENER STEEL	1	EACH	2	
LEVER ARCH FILES A4 BOARD PINK COLOUR 80MM	1	EACH	15	
LEVER ARCH FILES A4 PVC WITH MECHANISM ASSORTED COLOURS 75MM	1	EACH	20	
LEVER ARCH PVC WHITE CREATE A COVER CLEAR POCKET 2D RING BINDER	1	EACH	20	
MEMO CUBE REFILLS 800 BOND SHEETS ASSORTED COLOURS	1	CUBE	2	
MARKER PERMANENT MEDIUM BULLET POINT (black)	1	EACH	12	
PAPER BINDER STEEL 25MM	1	BOX	2	
PAPER BINDER STEEL 51MM	1	BOX	2	
PAPER BINDER STEEL VARIOUS SIZES	1	BOX	1	
PLASTIC REFUSE BAGS 910MMX760	1	ROLL	8	
PEN, BALL-POINT , BLUE	1	EACH	20	
PEN, BALL-POINT , RED	1	EACH	30	
PEN, BALL-POINT , BLACK	1	EACH	100	

## **SPECIFICATION**

PENCIL TRADITIONAL HB	1	EACH	10	
PENCIL LEAD 0.5MM	1	TUBE	10	
PENCIL LEADS 0,7MM	1	TUBE	10	
PENCIL SHARPENER METAL ONE HOLE WEDGE SHAPE	1	EACH	1	
PENCIL CLUTCH MECHANICAL 0,5MM LEAD NON SLIP RUBBER BARREL	1	EACH	10	
POUCHES FOR LAMINATING A4	1	PACKET	1	
POP- UP SIGN HERE FLAGS 45MMX12MM ASSORTED COLOURS	1	EACH	50	
PRESTIK 100G	1	EACH	1	
PUNCH, OFFICE PAPER 2-HOLE; METAL PAPER ADJUSTER, PUNCH 30 SHEETS	1	EACH	2	
PUNCH,PAPER 2-HOLE HEAVY DUTY PAPER ADJUSTER, PUNCH 72 SHEETS	1	EACH	2	
RING BINDER A4 BOARD 2 RING 40MM ASSORTED COLOURS	1	EACH	10	
RING BINDER A4 BOARD 2 RING 25MM ASSORTED COLOURS	1	EACH	5	
RUBBER BANDS, 38	1	PACKET	10	
RUBBER BANDS, 69	1	PACKET	10	
RUBBER BANDS, 75	1	PACKET	10	
RUBBER BANDS, 89	1	PACKET	13	
RULER CLEAR PLASTIC 30CM	1	EACH	3	
SCISSORS ASSORTED COLOURS 170MM STAINLESS STEEL BLADE	1	EACH	2	
STAPLER GIANT	1	EACH	1	
STAPLER OFFICE METAL S17	1	EACH	1	
STAPLES 26/6	1	BOX	7	
STAPLES, GIANT; 66/8	1	BOX	14	
STAPLE REMOVER	1	EACH	2	
STAPLE REMOVER FOR GIANT STAPLES	1	EACH	2	
STICK NOTE SELF ADHESIVE 130MM X 85MM ASSORTED COLOURS	1	PAD	5	
STICK NOTE SELF ADHESIVE 51MM X 38MM ASSORTED COLOURS	1	PAD	10	
STICK NOTE SELF ADHESIVE 75MM X 70MM ASSORTED COLOURS	1	PAD	7	
TAPE, CELLOTAPE,CLEAR 12MM X 66M	1	EACH	1	

## **SPECIFICATION**

TAPE, POST-IT TAPE FLAG; ASSORTED COLOURS	1	EACH	10	
WHITEBOARD BOARD, MARKER ASSORTED COLOURS, MEDIUM BULLET POINT	1	EACH	10	
WRITING BOOK A4 HARDCOVER COUNTER BOOK FEINT RULED 192 PAGES	1	EACH	5	
WRITING A5 SHORTHAND NOTEBOOKS( NO CENTRE LINE) TOP BOUND	1	EACH	7	
WRITING EXAMINATION PAD A4, 100 SHEETS PUNCHED	1	EACH	2	