

**Item  
no**

	Description /Item	Item Specification	Unit in measure	Quantity	price
1	Ball point Pen	Ballpoint pen Arcive 1.0MM - RED	50 pens/box	1	
2	Ball point Pen	Ballpoint pen Arcive 1.0MM - BLACK	50 pens/box	1	
3	Ball Point pens	Colour ball point 10 assorted	10 in a pack	1	
4	Big Puncher	HDP 2320 2-hole punch	Each	1	
5	Black and White Board Marker	Whiteboard marker bullet tip 2mm	10 in a pack	1	
6	Calculator	12 Digital dual Twin Power	Each	1	
7	Clip Boards	Masonite Clipboard A4 355X230mm	Each	1	
8	Computer Paper	A4 size, 80 gm, 500 sheets/ream	5 reams/box	1	
9	Computer Paper	A3 size, 80 gm, 500 sheets/ream	5 reams/box	1	
10	Counter books 2 Quire	A4 Counter books 192 pages	5 in a pack	1	
11	Counter books	A5 Counter books 192 pages	5 in a pack	1	
12	Desk colour printer	deskjet-3000	Each	1	
13	Desk set	Desk Document in and ou tray ( plastic 3tier)	Each	1	
14	Diaries	Office Diary	Each	1	
15	Dividers (alphabets)	A4 PP A-Z Index Dividers	25 Tabs per Set	1	
16	Dividers (Numbers )	A4 PP 1-10 Numbered Index Dividers	25 Tabs per Set	1	
17	Drawing pins	100 PSC drawing pins	100 in a box	1	
18	Envelopes	A4 Envelopes - White	100 in a box	1	
19	Envelopes	A5 Envelopes - White	100 in a box	1	
20	Eraser	Large pencil eraser	20 in a pack	1	
21	Files	Arch lever Blue A4 70mm	10 files/box	1	
22	Filing sleeves	A4 Filing plastic Pockets	10 in a pack	1	
23	Finger page turner (rubber)	finger cones	12 Doz/Outer Box	1	
24	Fold Clips	Fold back clips 19mm	12 clips/box	1	
25	Fold Clips	Fold back clips 32mm	12 clips/box	1	
26	Fold Clips	Fold back clips 41mm	12 clips/box	1	
27	Fold Clips	Fold back clips 51mm	12 clips/box	1	
28	Fold Clips	Fold back clips 78mm	12 clips/box	1	
29	Glue stick	Glue Stick 22g Dispenser Box (24 X 22g)	24 x22g in a pack	1	
30	Hard black paper for binding	Double Sided Solid Black Paperboard For Book Binding	150 sheets/pack	1	
31	Hard plastic cover for binding	A4 Binding Cover CLEAR	150 sheets/pack	1	
32	Heavy Duty Stapler	Fine quality, Heavy duty, stapal up to 300 sheets of 80 gm	Each	1	
33	Highlighters (different colours)	highlighter pounch of 4 assorted	10 in a pack	1	

34	Memory stick 128 GB	128GB-Ultra-Trek-USB-3-0-Flash-Drive-Memory-Stick	Each	1	
35	Archiving Box with lid	Archiving Box with lid (for files)	pack of 10	1	
36	Mouse pad	Mouse pad	Each	1	
37	Paper Clips	Silver paper clips 78mm (100 clip)	12 in a pack(box)	1	
38	Paper Clips	Silver paper clips 120mm (100 clip)	12 in a pack(box)	1	
39	Paper Clips	Silver paper clips 33mm 100 clips)	12 in a pack(box)	1	
40	Parker black pen	Parker Jotter Original Ballpoint Pen Gel-Black Chrome Trim	Each	1	
41	Pencil	HD graphite pencils	6 in a pack	1	
42	Pencil Lead 0.5mm	Pencil Lead 0.5mm	12 in a pack	1	
43	Permanent marking pen	Permanent Marker Bullet Tip Black	10 in a box	1	
44	Plastic binding rings – black	Binder Comb Element Plastic 120 Sheet 16mm Blk	100 in a box	1	
45	Plastic binding rings – blue	Binder Comb Element Plastic 120 Sheet 16mm Blk (100)	100 in a box	1	
46	Top retrieval board containers (Boxes)	Plastic Container A4 325mm Flat Packed (boxes)	5 in a pack	1	
47	Sticky note stickers	Super Sticky Notes Pad Assorted Colours 73 X 73mm	12 x Pads of 100 Sheets	1	
48	Sticky note pad stickers (76x76mm Mix Colours)	Super Sticky Note cube Assorted Colours 76 X 76mm	12 x Pads of 100 Sheets	1	
49	Multi tack	Multi tack(Versatile, easily removable and reusable)	100g x 12/box	1	
50	Project Board	A4 Project Board 160 gsm	Each	1	
51	Puncher (Small)	Punch steel black 10 sheet	Each	1	
52	Rollerban pens black	Hybrid Roller Pen BLACK	12 in a pack(box)	1	
53	Rollerban pens blue	Hybrid Roller Pen BLUE	12 in a pack(box)	1	
54	Rulers	30cm Clear Scholar Ruler	12 in a pack(box)	1	
55	Scissors	210mm Scissor - Orange Handle	12 in a pack(box)	1	
56	Clear Sticky tape	Sticky tape original golden 24mm x 66m	24 in a pack(box)	1	
57	Sharpner	one hole metal shapnrer	24 in a pack(box)	1	
58	Shredder	Paper Shredder (16 Sheets, 3.9*44mm, Cross Cut 28l bin)	Each	1	
59	Pop up Flags	680-9 Flags Sign Here Flags 50pcs	110 in a packs(box)	1	

60	Received stamp	Date stamp 47x25mm Received	Each	1	
61	Staple Remover	Sola Staple Extractor	Each	1	
62	Stapler	Softpress Stapler Black - 30 Sheet	Each	1	
63	Staples	23/13 staples 0023D	5000 staples/pack	1	
64	A4 Archive box kraft collector	Archive Container No Clip Kraft -	5 in a pack	1	
65	Liquid shake	Mini Shake And Squeeze Correction Pens 4ml -	10 in a pack	1	
66	White Board A2	White Board A2	Each	1	
					<b>Price exc Vat</b>
					<b>15% Cat</b>
					<b>Price inc VAT</b>