

STATIONERY LIST

23/07/2024

No	EQUIPMENTS		QUANTITY
1	Office Shredder		6 Medium
2	Desktop Calculator		6
3	Scientific Calculator		3
4	Stapler Table Small		9
5	Staples heavy duty		4
6	2 Quire Note book Hard Cover		20
7	Paper Clips small 33mm 10x100pcs		6 packs
8	Paper Clips big		6
9	Prestik PUTTY		14
10	Highlighter 70/8		5PACKS
11	Envelopes brown		2 box a4
12	Permanent marker fine, BLACK		10 boxes
13	Notes Sticks		6 packs
14	Sign Here Stickers		6 packs
15	Pencil	pack of 20	1 box
16	Pencil shapner		6
17	Correction Pen tipex pen		1 boxes
18	Pencil Leads		1 boxes
19	Staplets	Small 5000pcs 26/6	5 boxes
23	Envelopes White		1 boxes a4
24	USB FLASH		20 64gig
25	Scissor Small 4 Big Scissor 4		5
26	Del mesh organiser		14
27	Green Files		60
28	Ring Binder		14
29			
30			
31	Examination Pad		10
32	Pritt Glue		2 Boxes 20g
33	File fastner 50 Sets		5Boxes
34	FLIP Files 30 Pockets		14 packs
35	Pencil LEADS		3 box
36	Paper Notes		5 memo cubesrefills
37	File Deviders 31 Printed Dividers		3 packs

38	Staplets heavy 5000pcs 26/6	5 boxes
39	white board marker	10 boxes
40	small puncher	5
41	Big puncher	4
42	Clear buff packaging tape	14
43	Stapler remover	5
44	Metallic Letter tray	14
45	Ruler	5
46	Metal waste bin	14
47	Note pad	10
48		
49	WHITE BOARD	9