

## Lists of Required Stationery Materials

Lot 1

No.	Description of Item	Specification	Unit	No of item in pack
1	A3 Register Book	200 Page	Pcs	
2	A4 Laminating Pouch	Standard quality	Pcs	
3	A4 Register Book	200page	Pcs	
4	A4 Register Book	100page	Pcs	
5	Art Paper	150 GSM	pack	
6	Art Paper	80 GSM	pack	
7	Ball pointed pen	All colors Standard quality	pcs	
8	Brown paper	1189 x 1682 mm or closer size	Pack	
9	Carbon paper	standard quality	pcs	
10	Calculator paper	Roll. standard quality	Roll	
11	Co_Oy_paper	A3 Size 80gm Double A or equivalent	pcs	
12	CoJIYsafe holder	Pocket type standard quality	pcs	
13	Colour Paper 80GM	Standard quality	pack	
14	Colour paper different colour	Standard quality	pack	
15	Copy paper	A3 Size 80gm (Recycled) standard quality	Ream	
16	Copy paper	A4 size 80gm Double A or equivalent	Ream	
17	Copy paper	A4 size 80gm (Recycled) standard quality	Ream	
18	Copy safe holder	L-Shape standard quality	pack	
19	Flip chart paper (1 pad = 25 sheet	SINARLINE or Equivalent	pcs	
20	Hard cover	standard quality	pack	
21	Index cards	Acceptable quality	pack	
22	Kaki envelop	A4 size	pack	
23	Kaki envelop	A5 size, Manila	pack	
24	Kaki envelop A3	standard quality	pack	
25	Laminating Pouch	A4 size	pcs	
26	Laminating Pouch	Smaller size for ID cards	pcs	
27	Laminating_Pouch	A5 Size	pcs	
28	Ledger book	Lined small size (A4)	pcs	
29	Ledger book	Lined small size (A3)	pcs	
30	Binding film	A4 size	pcs	
31	Photo paper	plusglossy II for laser jet printer	pcs	
32	Post it	State sizes & respective prices	pcs	
33	Stick note	different colour	pcs	
34	Stick note	yellow	pcs	
35	Sticky	standard quality	pcs	
36	Sticky Note 3x3	3x3	pcs	
37	Sticky Note 3x5	3x5	pcs	
38	White boards	90cm standard quality	pcs	
39	White boards	120cm standard quality	pcs	
40	White Board Duster	standard quality	pcs	
41	White board marker	All colors edding or equivalent	pcs	
42	signature book	Standard Size	pcs	

Note:- Please fill indicate on your proforma invoice, if your unit measearment ispack, please fill how much pieces of items the pack has in it.  
e.g Envelop - **Unit Coloumn** - 1 pack, **No. of items in pack Column** - 50 pcs