

## Lists of Required Stationery Materials

Lot 2

No.	Description of Item	Specification	Unit	No of item in pack
1	Ball pointed pen	All colors Standard quality	pcs	
2	CD marker	All colors in set, standard quality	pcs	
3	Color pencil	All color in set, acceptable quality	pcs	
4	Correction fluid	Plican or equivalent	PCS	
5	Eraser	Pelican soft white or equivalent	pcs	
6	Glue stick	All puropse adhesive	pcs	
7	Fastener	Plastic	pcs	
8	File With fastener	standard quality	pcs	
9	Highlighter	All colors & EaGLE or equivalent	pcs	
10	Paper clips	small size & standard quality	pcs	
11	Paper clips	Big size & standard quality	pcs	
12	Pen	Lexi or equivalent	pcs	
13	Pencils	standard quality with eraser	pcs	
14	Permanent marker	All colors edding or equivalent	pcs	
15	Puncher	Medium size Kangaroo or equivalent	pcs	
16	Puncher	Heavy duty Kangaroo or equivalent	pcs	
17	Push pin	Different colors	pcs	
18	Renewable paper cutter	Different sizes	pcs	
19	Rubber band	Acceptable quality	pcs	
20	Ruler	Office standard different sizes	pcs	
21	Scissors	different size Office standard	pcs	
22	Scotch tape	For packing, camouflaqed	pcs	
23	Scotch tape	Double side adhesive	PCS	
24	Scotch tape	Ordinary for paper taping	pcs	
25	Scotch tape office standard	small & transparent, standard quality	pcs	
26	Scotch tape office standard	Big & transparent, standard quality	pcs	
27	Sharpener	standard Acceptable quality	pcs	
28	Sharpener	Table mountable, acceptable quality	pcs	
29	Sheet protector	standard quality	pcs	
30	Spiral binding ring	Different size Standard quality	pcs	
31	Sprial note book	A4,A5,A6	pcs	
32	Stamp ink	Different color	pcs	
33	Stamp pad	standard quality	pcs	
34	Staple remover	Standard quality	pcs	
35	Staple wire	24x10, Kangaro or equivalent	pcs	
36	Stapler	Medium size Eagle.Kangaroo or equivalent	pcs	
37	Stapler	Big size Eagle, Kangaroo or equivalent	pcs	
38	Stapler	Heavy dutv Kangaroo or equivalent	pcs	
39	Staples big size	Bigger, Kangaro orvequivalent	pcs	
40	Staples remover	standard quality	pcs	
41	Suspension file	standard quality	pcs	
42	Binding clip Machine	Standard quality	pcs	
43	Binding clip small	Standard quality	pcs	
44	Binding Clips	different sizes, standard quality	pcs	
45	Box file	All sizes KENT or Equivalent	pcs	
46	Clip Board	Standard quality	pack	
47	Cork boards	90cm	pack	
48	Cork boards	120cm standard quality	pack	
49	Document folder	200gm, good quality	PCS	
50	Document Organizer	Acceptable Quality satandard	Pcs	
51	File folder	different color, standard qualitt	pcs	
52	File With String	standard quality	pcs	
53	Flat file	standard quality	pcs	
54	Imported White Board	45x60 standard quality	pcs	
55	Imported White Board	60x90 standard quality	pcs	
56	Imported White Board 90x120	90x120 standard quality	pcs	
57	Letter try	Desktop,stacking, office standard diffrent size	pcs	
58	UHU Sticks	Standard quality (state your brand)	pcs	
59	masking tape (Packing tape)	Standard Size	pcs	
60	Wall pinboard	Standard Size	pcs	

Note:- Please fill indicate on your proforma invoice, if your unit measement 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