

Lists of Required Stationery Materials

Lot 3

No.	Description of Item	Specification	Unit	No of item in pack
1	Automatic Stamp	Standard quality	pcs	
2	Calculator	Scientific	pcs	
3	Calculator	Standard quality casio or equivalent	pcs	
4	Calculator paper	Roll. standard quality	Roll	
5	CD marker	All colors in set, standard quality	pcs	
6	CD R/RW/DVDR/RW	Standard quality	pcs	
7	CD/DVD labels	Standard quality	pcs	
8	CD-R	standard quality	pcs	
9	CD-RW	standard quality	pcs	
10	Dry cell	AAA (Duracell or Equivalent quality)	pcs	
11	Dry cell	AA (Duracell or Equivalent quality)	pcs	
12	Dry cell battery	Procell 9 volt Batteries (Duracell or	pcs	
13	DVD-R	standard quality	pcs	
14	Dymo tape	Acceptable quality	pcs	
15	Electric Divider	Standard quality	pcs	
16	Flash disks	Acceptable brand in 2GB, 4GB, 8GB	pcs	
17	Key holders	standard quality	pcs	
18	Magnet (1pack= 12pcs)	Notice board paper holder (all colors)	pcs	
19	Tape cutter & dispenser	Small	pcs	
20	Tape cutter & dispenser	Heavy duty	pcs	
21	Energizing Battery (Rechargeable)	Standard quality	pcs	
22	Computer Mouse	Standard quality	pcs	

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