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#	Items	Additional Description	Estimated Quantity For 1 Year	Unit	Pack Size	Unit Price Incl.8% GST
1	Ball Point Pen (Blue)	Type/Brand: Cello Gripper	457	Dozen	12 Pcs	
2	Ball Point Pen (Black)	Type/Brand: Cello Gripper	315	Dozen	12 Pcs	
3	Artline Pen (Black)	Type/Brand: Artline	73	Dozen	12 Pcs	
4	Artline Pen (Red)	Type/Brand: Artline	28	Dozen	12 Pcs	
5	Uni-ball Eye (Blue)	Type/Brand: Uni-ball Eye	273	Dozen	12 Pcs	
6	Uni-ball Eye (Black)	Type/Brand: Uni-ball Eye	20	Dozen	12 Pcs	
7	Uni-ball Eye (Red)	Type/Brand: Uni-ball Eye	67	Dozen	12 Pcs	
8	Uni-ball Air (Blue)	Type/Brand: Uni-ball Air	315	Dozen	12 Pcs	
9	Uni-ball Air (Black)	Type/Brand: Uni-ball Air	100	Dozen	12 Pcs	
10	Pilot G-1 Grip Pen (Blue)	Type/Brand: Pilot G-1 Grip	105	Dozen	12 Pcs	
11	Pilot G-1 Grip Pen (Black)	Type/Brand: Pilot G-1 Grip	36	Dozen	12 Pcs	
12	Zebra Name Pen (Red)	Type/Brand: Zebra Name Pen	90	Dozen	12 Pcs	
13	Highlight Marker (Mix Color)	Type/Brand: Faber-castell Size: 10-12cm 2-line widths: 2+5mm	103	Dozen	12 Pcs	
14	Highlight Marker (Yellow)	Type/Brand: Faber-castell Size: 10-12cm 2-line widths: 2+5mm	103	Dozen	12 Pcs	
15	Highlight Marker (Green)	Type/Brand: Faber-castell Size: 10-12cm 2-line widths: 2+5mm	39	Dozen	12 Pcs	
16	Highlight Marker (Orange)	Type/Brand: Faber-castell Size: 10-12cm 2-line widths: 2+5mm	24	Dozen	12 Pcs	
17	Highlight Marker (Purple)	Type/Brand: Faber-castell Size: 10-12cm 2-line widths: 2+5mm	15	Dozen	12 Pcs	
18	Whiteboard Marker (Blue)	Type/Brand: Artline 500A Size:2.0mm	47	Dozen	12 Pcs	
19	Whiteboard Marker (Black)	Type/Brand: Artline 500A	54	Dozen	12 Pcs	
20	Whiteboard Marker (Red)	Type/Brand: Artline 500A	46	Dozen	12 Pcs	
21	Whiteboard Marker (Green)	Type/Brand: Artline 500A	59	Dozen	12 Pcs	
22	Permanent Marker (Blue)	Type/Brand: Artline 70 Size:2.0mm	86	Dozen	12 Pcs	
23	Permanent Marker (Black)	Type/Brand: Artline 70 Size: 2.0mm	21	Dozen	12 Pcs	
24	Permanent Marker (Red)	Type/Brand: Artline 70 Size: 2.0mm	33	Dozen	12 Pcs	



25	Permanent Marker (Green)	Type/Brand: Artline 70 Size: 2.0mm	8	Dozen	12 Pcs	
26	CD Marker / OHP Pen (Permanent)	Type/Brand: Artline 8530 Color: Black, Red or Blue Size: 0.8mm	72	Dozen	12 Pcs	
27	Box File A4 Lever Arch-2 Hole (3 Inch)	A4 Lever Arch-2 Hole Size: 3 Inch	1,784	PCS	Per pcs	
28	Box File A4 Lever Arch-2 Hole (2 Inch)	A4 Lever Arch-2Hole Size: 2 Inch	220	PCS	Per pcs	
29	Box File A5 Lever Arch-2 Hole	A5 Lever Arch-2 Hole	50	PCS	Per pcs	
30	Clear File/Folder	Type: Plastic Size: A4	533	PCS	Per pcs	
31	Pocket File	Size: A4	15	PCS	Per pcs	
32	Plastic Clip File	Size: A4	40	PCS	Per pcs	
33	Flip Chart Pad	Size: A1 / 50 Sheets	20	PCS	Per pcs	
34	Notebook (A5)	Size: Medium with bookmark	86	PCS	Per pcs	
35	Notebook (B5)	Type: 5 Subject Notebook	46	PCS	Per pcs	
36	Monitor Book	300 Pages	31	PCS	Per pcs	
37	Log book	500 Pages	16	PCS	Per pcs	
38	Binder Clip (15mm)	-	40	Box	12 pcs/box	
39	Binder Clip (19mm)	-	36	Box	12 pcs/box	
40	Staples Remover	Product Dimensions 4.02L x 2.36W x 1.61H Inches Material: Metal, Plastic	33	Box	20 pcs/box	
41	Proximity Card	RFID Card (CR80 20ml)	400	Box	100 pcs/box	
42	Paper Clip (25mm)	-	34	Box	100 pcs/box	
43	Paper Clip (33mm)	-	55	Box	100 pcs/box	
44	Cutter Blade (Small)	-	122	PKT	10 pcs/pkt	
45	Cutter Blade (Large)	-	61	PKT	10 pcs/pkt	
46	Cutter (Small)	-	92	PCS	Per pcs	
47	Cello Tape (Clear)	Size: Large 2 inch	200	Roll	Per roll	
48	Cello Tape (Clear)	Size: Medium 1 inch	190	Roll	Per roll	
49	Cello Tape (Clear)	Size: Medium 1.5 inch	120	Roll	Per roll	
50	Brown Tape	Size: Large 2 Inch	120	Roll	Per roll	
51	Double Tape	Size: Medium 0.5 inch	87	Roll	Per roll	
52	Double Tape	Size: Medium 1.5 inch	55	Roll	Per roll	
53	Double Tape	Size: 2 inch	108	Roll	Per roll	
54	Double Tape	Size: 3 inch	77	Roll	Per roll	
55	Double Tape	Size: 1 Inch	50	Roll	Per roll	
56	Masking Tape	Size: 2 Inch	127	Roll	Per roll	
57	Masking Tape	-	257	Roll	Per roll	
58	Measuring Tape (Rolled- Up)	Type: Plastic Size: 50m Cm, Inch, Feet	2	Roll	Per roll	

59	Measuring Tape (G-Lock)	Shock absorbent rubber coat, Rear and front scale print, Size: 7.5M x 25MM, Cm, Inch, Feet	2	Roll	Per roll	
60	Mounting Foam Tape	Size: 1 inch	78	Roll	Per roll	
61	Blue Tack	-	171	PKT	Per pcs	
62	Pencil Sharpener	Size: Big	70	PCS	Per pcs	
63	Ruler	Type/Brand: Metal Size: 24 Inch	20	PCS	Per pcs	
64	Glue Stick	Size: 40g	110	PCS	Per pcs	
65	Correction Pen	Size: 7ml	46	PCS	Per pcs	
66	Clip Board	Size: A4	70	PCS	Per pcs	
67	Sticky Note	Size: 3x5 Inch	106	PCS	Per pcs	
68	Sticky Note	Size: 3x3 Inch	316	PCS	Per pcs	
69	Sticky Note Tab	Color: Mix, Size of sheets: 45x12mm	256	PCS	Per pcs	
70	Battery	Size: AAA	424	PKT	Per packet	
71	Battery	Size: AA	288	Card	Per card	
72	Battery - LR-44	Type/Brand: LR-44	650	Card	Per card	
73	Styrofoam Cutter	Wire Foam Cutter Size: 190x90mm	24	PCS	Per pcs	
74	Tape Dispenser	Size: (60mm*200y - 25) + ( $\leq$ 18mm - 27)	52	PCS	Per pcs	
75	White Board Eraser/Duster	Normal size	17	PCS	Per pcs	
76	Cutting Mat	Size: A3	8	PCS	Per pcs	
77	CD - RW	-	50	PCS	Per pcs	
78	White Board	Size: 6x4 Ft	4	PCS	Per pcs	
79	Extension Board	Type/Brand: Any Brand, Size: Multi-Line Socket / 5G / with not less than 2 USB hub	259	PCS	Per pcs	
80	Cotton Balls	Size: Medium	10	PKT	Per packet	
81	Plain A4Paper	Size: 80gsm	800	Ream	500 sheet/ream	
82	A4 Paper (White)	Size: 200gsm	120	Ream	500 sheet/ream	
83	A3 Paper (White)	Size: 80gsm	46	Ream	500 sheet/ream	
84	A4 Certificate Paper	150gsm, Matte paper	11	Box	500 sheet/ream	
85	A4 Paper (White)	Size: 300gsm	200	Ream	500 sheet/ream	
86	A4 Paper (Light Blue)	Size: 80gsm	1	Ream	500 sheet/ream	

87	A4 Paper (Mint)	Size: 80gsm	2	Ream	500 sheet/ream	
88	A4 Paper (Purple)	Size: 80gsm	1	Ream	500 sheet/ream	
89	A4 Paper (Sky Blue)	Size: 80gsm	1	Ream	500 sheet/ream	
90	A4 Paper (Spectral Blue)	Size: 80gsm	1	Ream	500 sheet/ream	
91	A4 Paper (Violet)	Size: 80gsm	1	Ream	500 sheet/ream	
92	A4 Paper (Yellow)	Size: 80gsm	1	Ream	500 sheet/ream	
93	A4 Paper (Multi Color)	Size: 80gsm	3	Ream	100 sheet/ream	
94	A5 Paper (White)	Size: 80gsm	63	Ream	Per ream	
95	A5 Paper (Mint)	Size: 80gsm	2	Ream	Per ream	
96	Sticker Paper (White)	Size: A4	140	Ream	100 sheet/ream	
97	Foam Board (Black)	One side, Size: 1016x813-5mm	180	Ream	Per ream	
98	Foam Board (White)	One side, Size: 1016x813-5mm	115	Ream	Per ream	
99	Envelope	Size: A4, 1 inch	2,433	Box	250 pcs/box	
100	Envelope	Size: A4, 6.5x9 inch	800	Box	250 pcs/box	
101	Envelope	Size: B5	100	Box	250 pcs/box	
102	Heavy Duty Puncher	Punching Capacity: 150 Sheets (80gsm) Hole Distance: 80mm Hole Diameter: 6mm Throat Depth: 12mm Dimension: 360 x 160 x 195mm Features: 1.Large handle 2.Hole metal 3.Plastic container for storage 4.Built-in adjustable ruler	20	PCS	Per pcs	
103	Document Tray	Size: A4, 3 Tire	21	PCS	Per pcs	
104	Cellophane Wrapping Roll	Size: 4ft wide roll 40-inch Width x 100 ft Length x 1 mm thick	1	Roll	per roll	
105	INK Pad (Blue)	Size: 138x88x26mm	34	PCS	Per pcs	
106	INK Pad (Red)	Size: 138x88x26mm	4	PCS	Per pcs	

#	Items	Additional Description	Estimated Quantity For 1 Year	Unit	Pack Size	Unit Price Incl.8% GST
1	Tissue Packet (Serviette)	Type/Brand: LIVI Size: 30x30cm - 100-piece	2,750	PKT	Per packet	
2	Tissue Packet (White)	Size: 30x30cm, 2 Ply, 100 Pulls	50	PKT	Per packet	
3	Tissue Box (Facial)	2-Ply, White, 100 Sheets/Box	315	Box	Per box	
4	Toilet Tissue Roll	2-Ply, White, With pattern	5,500	PACK	Per pack	
5	Garbage/Trash Plastic Bag	Color: Black Size: 2 Mil, 67x79, 50 Bags/Case	13,550	PACK	Per pack	
6	Sanitizer	Size: 500ml	47	BTL	Per bottle	
7	Air freshener	Flavors: Mix Size: 400ml	155	BTL	Per bottle	
8	Diffuser	Size: 500ml, Aroma Diffuser	53	PCS	Per pcs	
9	Diffuser Oil	Size: 100ml	114	BTL	Per bottle	



