

Annex 1

Supply of Stationeries for 6 months



Stationary List

#	Items	Item Additional Description	Price Unit Per 1	Sample upon Request
1	Paper A4 – White	80gsm / 500 Sheet per Ream	Ream	<input checked="" type="checkbox"/>
2	Box File 3 Inch	Size: A4 Minimum of 3mm thickness hard Paper	Piece	<input checked="" type="checkbox"/>
3	Box File 2 Inch	Size: A4 Minimum of 3mm thickness hard Paper	Piece	<input checked="" type="checkbox"/>
4	Box File 3 Inch	Size: A5 Minimum of 3mm thickness hard Paper	Piece	<input checked="" type="checkbox"/>
5	Paper A3 – White	80gsm / 500 Sheet per Ream	Ream	
6	Color A4 Paper – Light Green	80gsm / 450 Sheet per Ream	Ream	
7	Color A4 Paper – Light Blue	80gsm / 450 Sheet per Ream	Ream	
8	Color A4 Paper – Dark Green	80gsm / 450 Sheet per Ream	Ream	
9	Color A4 Paper – Dark Blue	80gsm / 450 Sheet per Ream	Ream	
10	Color A4 Paper – Orange	80gsm / 450 Sheet per Ream	Ream	
11	Color A4 Paper – Red	80gsm / 450 Sheet per Ream	Ream	
12	Color A4 Paper – Yellow	80gsm / 450 Sheet per Ream	Ream	
13	Color A4 Paper – Pink	80gsm / 450 Sheet per Ream	Ream	
14	Color A4 Paper – Purple	80gsm / 450 Sheet per Ream	Ream	
15	Color A4 Paper – Black	80gsm / 450 Sheet per Ream	Ream	
16	Color A4 Paper – Mix Color	80gsm / 450 Sheet per Ream	Ream	
17	Color A4 Paper – Mix Color	80gsm / 100 Sheet per Ream	Ream	
18	Ball Point Pen	Color: Blue Cello Gripper	Piece	
19	Ball Point Pen	Color: Black Cello Gripper	Piece	
20	Ball Point Pen	Color: Red Cello Gripper	Piece	
21	Pen (Uni-ball Eye)	Color: Blue	Piece	
22	Pen (Uni-ball Eye)	Color: Black	Piece	
23	Pen (Uni-ball Eye)	Color: Red	Piece	
24	Pencil	2B	Piece	
25	Eraser	Size is approximately 1.8 inches	Piece	
26	Ruler	Size: 6 Inch / Plastic	Piece	
27	Ruler	Size: 12 Inch / Plastic	Piece	
28	Sticky Note	Color: Yellow Paper Size: 3x3 Inches	Piece	

(Handwritten signature)



29	Memo Cube – (with Box)	Color: Mixed Colors Box: Plastic Paper Size: 3.5x3.5 Inches	Piece	
30	Envelope – 9x4	Color: White	Piece	
31	Envelope – A4	Color: White	Piece	
32	Envelope – A3	Color: White	Piece	
33	Pen Holder (Small)	Round	Piece	
34	Transparent File	Size: A4	File	
35	Punch File (Paper)		File	
36	Pocket File (Paper)		File	
37	PP Folder		File	
38	Cello Tape 0.5 Inch	Size: Small (approximately 3.5cm Diameter – Inside) Color: Clear	Piece	
39	Cello Tape 1 Inch	Size: Small (approximately 3.5cm Diameter – Inside) Color: Clear	Piece	
40	Cello Tape 0.5 Inch	Size: Big (approximately 8cm Diameter – Inside) Color: Clear	Piece	
41	Cello Tape 1 Inch	Size: Big (approximately 8cm Diameter – Inside) Color: Clear	Piece	
42	Cello Tape 2 Inch	Size: Big (approximately 8cm Diameter – Inside) Color: Clear	Piece	
43	Double Tape 0.5 Inch	Size: Big (approximately 8cm Diameter – Inside)	Piece	
44	Double Tape 1 Inch	Size: Big (approximately 8cm Diameter – Inside)	Piece	
45	Double Tape 2 Inch	Size: Big (approximately 8cm Diameter – Inside)	Piece	
46	Masking Tape 1 Inch	Size: Big (approximately 8cm Diameter – Inside)	Piece	
47	Masking Tape 2 Inch	Size: Big (approximately 8cm Diameter – Inside)	Piece	
48	Brown Tape 2 Inch	Size: Big (approximately 8cm Diameter – Inside) Color: Brown	Piece	
49	Magic Tape (Scotch)	Size: Small (approximately 3.5cm Diameter – Inside)	Piece	
50	Whiteboard Marker	Artline 500A Color: Blue	Piece	<input checked="" type="checkbox"/>
51	Whiteboard Marker	Artline 500A Color: Black	Piece	<input checked="" type="checkbox"/>
52	Whiteboard Marker	Artline 500A Color: Red	Piece	<input checked="" type="checkbox"/>
53	Whiteboard Marker	Artline 500A Color: Green	Piece	<input checked="" type="checkbox"/>
54	Permanent Marker	Artline 70 Color: Blue	Piece	<input checked="" type="checkbox"/>
55	Permanent Marker	Artline 70 Color: Black	Piece	<input checked="" type="checkbox"/>



56	Permanent Marker	Artline 70 Color: Red	Piece	<input checked="" type="checkbox"/>
57	Permanent Marker	Artline 70 Color: Green	Piece	<input checked="" type="checkbox"/>
58	Whiteboard Duster		Piece	
59	Highlight Marker	Color: Mix	Piece	
60	Stapler	Size: No: 10	Piece	
61	Staples	No: 10	Piece	
62	Cutter	Small	Piece	
63	Cutter	Big	Piece	
64	Cutter Blade	Small	Piece	
65	Cutter Blade	Big	Piece	
66	Puncher (Small)	Punching Capacity: 10 – 15 Sheets	Piece	
67	Magazine Holder		Piece	
68	Document Tray	2 Tire	Piece	
69	Document Tray	3 Tire	Piece	
70	Scissors	Size: Small	Piece	
71	Scissors	Size: Big	Piece	
72	Blue Tack 75g		Piece	
73	Glue Stick 20g		Piece	
74	Paper Clip	Size: 20mm Box Size: 100 Pieces Per Box	Box	
75	Paper Clip	Size: 50mm Box Size: 100 Pieces Per Box	Box	
76	Binding Cover A4 (Transparent Sheet)	Sheets: 100 Sheet per ream	Ream	
77	Laminating Pouch – A4	Sheets: 100 Sheet per ream	Ream	
78	Laminating Pouch – A3	Sheets: 100 Sheet per ream	Ream	
79	Notebook	Binding: Spiral Size: A5	Book	
80	Foam Board	Colors: Mix Color	Piece	
81	Cellophane Roll	Size: 4 Feet Yard: Minimum of 40 yard	Piece	
82	Flip Chart	Sheet: 25 Sheets	Piece	
83	Battery	Size: AA	Piece	
84	Battery	Size: AAA	Piece	
85	Battery	Size: D	Piece	

