

**Annex - 1 (List of Stationary items)**

No	Description of Items	Qty	UoM	Remarks	Unit Price
<b>Paper</b>					
1	A0 Paper	1	EA	EA	
2	A3 Paper-Ream (Gold)	1	Box	1 Box = 5 ream	
3	A3 Paper - Paper Line	1	Box	1 Box = 5 ream	
4	A4 Paper -Ream (Gold)	1	Box	1 Box = 5 ream	
5	A4 Paper - Paperline	1	Box	1 Box = 5 ream	
6	A4 Paper Color - Ream (Gold)	1	REAM	REAM	
<b>Pens &amp; Pencil</b>					
7	Pen G-2 Black	1	Box	1 Box = 12 EA	
8	Pen G-2 Blue	1	Box	1 Box = 12 EA	
9	Pen V-2 Black	1	Box	1 Box = 12 EA	
10	Pen V-2 Blue	1	Box	1 Box = 12 EA	
11	Pen V-2 Red	1	Box	1 Box = 12 EA	
12	Pencil 2 B	1	Box	1 Box = 12 EA	
13	Pencil Sharpener Large	1	EA	EA	
14	Pencil Sharpener Small	1	Box	1 Box = 24 EA	
15	Eraser	1	Box	1 Box = 40 EA	
16	Correction Tape	1	Box	1 Box = 12 EA	
17	Tipex Small	1	Box	1 Box = 12 EA	
18	Tipex Kenko	1	Box	1 Box = 12 EA	
<b>File &amp; Folders</b>					
19	Binder File 2 Ring - Small (ESPP)	1	Box	1 Box = 40 EA	
20	Binder File 2 Ring - A4 (White-ESPP)	1	Box	1 Box = 40 EA	
21	Binder File 2 Ring - Large (ESPP)	1	Box	1 Box = 40 EA	
22	Binder File 2 Ring - A4 Large -Bantex	1	Box	1 Box = 40 EA	
23	Binder File 2 Ring - A4 Small -Bantex	1	Box	1 Box = 40 EA	
24	Hanging Files	1	PAC	1 Pac = 22 EA	
25	Box File	1	Box	1 Box = 40 EA	
26	Box File Plastic	1	EA	EA	
27	A4 Divider - Abjad	1	PAC	PAC	

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28	A4 Divider - Number	1	PAC	PAC	
29	Divider Blank	1	PAC	PAC	
30	A4 Manila Folder	1	PAC	1 Pac = 50 EA	
31	A4 Plastic Folder / Sheet Protector	1	PAC	1 Pac = 10 EA	
32	A4 Plastic Folder / Sheet Protector	1	PAC	1 Pac = 100 EA	
33	A4 Binding Plastic	1	PAC	1 Pac = 100 EA	
34	Binding Plastic 18M	1	PAC	1 Pac = 100 EA	
35	F4 Binding Plastic	1	PAC	1 Pac = 100 EA	
36	Clear Bag	1	PAC	1 Pac = 12 EA	
37	Clear Folder	1	PAC	1 Pac = 12 EA	
<b>Envelopes &amp; Holders</b>					
38	A4 Envelope Air Mail	1	PAC	1 Pac = 100 EA	
39	Envelope Large	1	PAC	1 Pac = 100 EA	
40	Envelope Medium	1	PAC	1 Pac = 100 EA	
41	Envelope Small 140m / 110mm JAYA	1	PAC	1 Pac = 100 EA	
42	Business Card Holder	1	EA	EA	
43	Business File Folder	1	EA	EA	
<b>Staplers &amp; Punches</b>					
44	Stapler Large	1	EA	EA	
45	Stapler No 10	1	PAC	1 Pac = 12 EA	
46	Stapler No 24/6	1	PAC	1 Pac = 12 EA	
47	Staples No 10	1	PAC	1 Pac = 20 Box	
48	Staples No 24/6	1	PAC	1 Pac = 10 Box	
49	Steples Remover	1	Box	1 Box = 10 EA	
50	2 Hole Punch Medium	1	EA	EA	
51	2 Hole Punch Small	1	EA	EA	
52	Extra 2 hole large punch	1	EA	EA	
<b>Batteries</b>					
53	Battery Alkaline AA	1	Box	1 Box = 20 EA	
54	Battery Alkaline AAA	1	Box	1 Box = 20 EA	
55	Battery C	1	Box	1 Box = 12 EA	

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56	Battery D	1	Box	1 Box = 6 EA	
57	Battery Alkaline - 9 Volt	1	Box	1 Box = 12 EA	
58	Battery for pointer - 27 A	1	PAC	1 Pac = 5 EA	
59	Battery for pointer - 23 AE	1	PAC	1 Pac = 5 EA	
60	Battery for pointer - CR 2025	1	PAC	1 Pac = 5 EA	
61	Battery for pointer - CR 2032	1	PAC	1 Pac = 5 EA	
<b>Binders &amp; Clips</b>					
62	Binder Clips No 107	1	DOZ	1 DZ = 12 BOX	
63	Binder Clips No 155	1	DOZ	1 Box = 12 EA	
64	Binder clips No 260	1	Box	Box	
65	paper clip no 5	1	DOZ	1 DZ = 12 BOX	
66	Paper Clips Trigonal No 3	1	DOZ	1 DZ = 12 BOX	
67	paper clip trigonal large	1	DOZ	1 DZ = 12 BOX	
68	Binding Machine	1	EA	EA	
69	A4 Binding Cover Paper	1	PAC	1 Pac = 100 EA	
70	Plastic Ring 20mm	1	Box	1 Box = 100 EA	
71	Plastic Ring 18mm	1	Box	1 Box = 100 EA	
72	Plastic Ring 16mm	1	Box	1 Box = 100 EA	
73	Plastic Ring 14mm	1	Box	1 Box = 100 EA	
74	Plastic Ring 10mm	1	Box	1 Box = 100 EA	
<b>Calculator</b>					
75	Calculator CASIO GX-125	1	EA	EA	
76	Calcuator CASIO AX120S	1	EA	EA	
77	Calculator CASIO JJ-120D	1	EA	EA	
<b>ICT &amp; Accessories</b>					
78	CD Case Black	1	Box	1 Box = 12 EA	
79	CD Case Red	1	Box	1 Box = 12 EA	
80	CD RW	1	Box	1 Box = 12 EA	
81	USB Flash Disk 4GB	1	EA	EA	
82	Flash Disk - USB 8G	1	EA	EA	
83	Flash Disk - USB 16G	1	EA	EA	

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84	Flash Disk - USB 32G	1	EA	EA	
85	Mouse Pad	1	PAC	1 Pac = 5 EA	
86	Wireless Mouse	1	EA	EA	
87	Pointer	1	EA	EA	
88	Cable Extension Roll	1	EA	EA	
89	Cable Extension Regular	1	EA	EA	
<b>Books &amp; Notes</b>					
90	Spiral Note Book A5	1	PAC	1 Pac = 12 EA	
91	Spiral Note Book large	1	PAC	1 Pac = 10 EA	
92	Spiral Note Book Small	1	PAC	1 Pac = 12 EA	
93	Sign Here Flag	1	PAC	1 Pac = 13 EA	
94	Stick Notes 654	1	PAC	1 Pac = 10 EA	
95	Stick Notes 655	1	PAC	1 Pac = 8 EA	
96	Stick Notes 656	1	PAC	1 Pac = 10 EA	
<b>Board &amp; Markers</b>					
97	White Board	1	EA	EA	
98	White Board 150mm x 100mm (medium)	1	EA	EA	
99	White Board Eraser	1	EA	EA	
100	Flip Chart	1	EA	EA	
101	Flip Chart Paper	1	ROL	ROL	
102	White Board Marker Black	1	Box	1 Box = 12 EA	
103	White Board Marker Blue	1	Box	1 Box = 12 EA	
104	White Board Marker Red	1	Box	1 Box = 12 EA	
105	White Board Marker Green	1	Box	1 Box = 12 EA	
106	Permanent Marker Black	1	Box	1 Box = 12 EA	
107	Permanent Marker Blue	1	Box	1 Box = 12 EA	
108	Permanent Marker Red	1	Box	1 Box = 12 EA	
109	Permanent Marker Green	1	Box	1 Box = 12 EA	
110	Highlighter Yellow	1	Box	1 Box = 10 EA	
111	Highlighter Green	1	Box	1 Box = 10 EA	
112	Highlighter Blue	1	Box	1 Box = 10 EA	

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113	Highlighter Pink	1	Box	1 Box = 10 EA	
114	Highlighter Purple	1	Box	1 Box = 10 EA	
<b>Tapes &amp; Glue</b>					
115	Double Side Tape Green	1	Box	1 Box = 10 EA	
116	Double Side Tape White	1	Box	1 Box = 10 EA	
117	Cloth Tape 24mm	1	Box	1 Box = 6 EA	
118	Cloth Tape 48mm	1	Box	1 Box = 12 EA	
119	ClothTape Roll Small	1	Box	1 Box = 12 EA	
120	Duct Tape	1	Box	1 Box = 10 EA	
121	Cloth Tape 12mm	1	Box	1 Box = 12 EA	
122	Gel Cleaner	1	EA	EA	
123	Glue Gun	1	EA	EA	
124	Stick Glue	1	Box	1 Box = 12 EA	
125	Glue Stick Uhu large	1	Box	1 Box = 12 EA	
<b>Scissors &amp; Pins</b>					
126	Scissor	1	Box	1 Box = 12 EA	
127	Scissor Large	1	Box	1 Box = 12 EA	
128	Cutter L-500	1	Box	1 Box = 10 EA	
129	Deskset	1	EA	EA	
130	Magnet Pin Big	1	PAC	1 Pac = 4 EA	
131	Magnet Pin small	1	PAC	1 Pac = 12 EA	
132	Push Pin	1	DZ	1 DZ = 10 BX	
<b>Tray &amp; Dispensers</b>					
133	Document Tray 3 Layers	1	EA	EA	
134	Organiser Desk Dispenser	1	EA	EA	
<b>Ruller, Stamp &amp; Tissue</b>					
135	Ruler Circle 15cm	1	EA	EA	
136	Ruller Triangle	1	EA	EA	
137	Stample Ink	1	EA	EA	
138	Stamp Pad	1	EA	EA	
139	Tissue Box Passeo	1	DZ	1 DZ = 40 BX	

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140	Tissue Box Nice	1	DZ	1 DZ = 72 BX	
<b>Printer Toners</b>					
141	HP Laser Jet P1102 Toner	1	EA	EA	
142	RICOH MP 2014D Toner	1	EA	EA	
143	Kyocera ECOSys M3040idn Toner	1	EA	EA	
144	Hp Laser Jet P2025 (CE505A) Toner	1	EA	EA	
145	HP Deskjet 6943 (Ink)	1	EA	EA	
146	HP Deskjet 6943 (Toners)	1	EA	EA	