

**STATIONERY LIST – NORTHWEST OFFICE  
PANSALB**

Description	Qty Required
<b>STATIONERY</b>	
Typek (A4 White Photo copying paper)	10 Boxes
Typek (A4 Colour Photocopying papers)	5 Boxes
A4 Photocopying Hard Cover paper)	5 Reams
Staples	10 Boxes
Staplers	2
Red Pens	3 Box
A5 Brown Envelopes (Small)	1 Box
Paper clips (Small)	5 Boxes
Post – it- note pads (message pads)	20 pkt
Highlighter (different colours)	4 dozens
Permanent marker (different colours)	4 dozens
Bostik (Prestik Original re-usable adhesive)	10 pkt
<b>CLEANING MATERIAL</b>	
Refuse bag	20 bags
Mr Min (750g)	6
Domestos (750g)	6
Jik (750)	6
Dishwasher/Sunlight liquid (750g)	6
Handy Andy (750g)	6
Tile Cleaner liquids 5ltrs	2
Toilet papers pack	3pkt x 10s