

Lot 6-Schedule of Stationery and Office Supplies per Quarter(3 months)

| No | Description | UoM | Quantity |
|-----------|--------------------------------|------------|-----------------|
| 1 | A4 Ream of paper | DOZEN | 8 |
| 2 | A3 Ream of paper | PCS | 3 |
| 3 | A4 Envelopes | DOZEN | 6 |
| 4 | A3 Envelopes | PKT | 6 |
| 5 | Small envelopes | PKT | 18 |
| 6 | Note books (Spiral small size) | DOZEN | 14 |
| 7 | Sticky notes | DOZEN | 20 |
| 8 | Ring Binders | PCS | 25 |
| 9 | Binders Clips big | PKT | 15 |
| 10 | Box files | PCS | 65 |
| 11 | Spring files | DOZEN | 4 |
| 12 | Cellotape - BIG | PCS | 8 |
| 13 | Counter Books | PCS | 25 |
| 14 | Highlighters | PKT | 13 |
| 15 | Pens | PKT | 12 |
| 16 | Markers | PKT | 12 |
| 17 | White board | PCS | 2 |
| 18 | White board duster | PCS | 2 |
| 19 | Push pins | PKT | 8 |
| 20 | Rulers | PCS | 7 |
| 21 | Heavy duty staple machine | PCS | 2 |
| 22 | Small staple machine | PCS | 2 |
| 23 | puching machine | PCS | 2 |
| 24 | Desk organizers | PCS | 2 |

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|----|------------------------|----------|-----|
| 25 | Staple wires | PKT | 40 |
| 26 | Stick Glue | PCS | 20 |
| 27 | Liquid glue | PCS | 7 |
| 28 | Scissors | PCS | 8 |
| 29 | Stapling Machine | PCS | 15 |
| 30 | Insecticide | TIN | 8 |
| 31 | Toner | PCS | 4 |
| 32 | Toilet paper | DOZEN | 9 |
| 33 | Vim | DOZEN | 3 |
| 34 | Harpic | DOZEN | 3 |
| 35 | Airfreshner | DOZEN | 3 |
| 36 | Hand wash soap | DOZEN | 3 |
| 37 | liquid soap | PCS | 8 |
| 38 | Jik | PCS | 13 |
| 39 | Toilet Rug | PCS | 5 |
| 40 | Office rug and broom | PCS | 5 |
| 41 | Office dust bins | PCS | 2 |
| 42 | Toilet brush | PCS | 2 |
| 43 | Toilet balls | PKT | 6 |
| 44 | Drinking water (Jumbo) | Bottles | 136 |
| 45 | Disposable Cups | 1000CAPS | 7 |
| 46 | Kitchen Towels | PCS | 70 |