Traffic officers, Traffic admin, Traffic technical and Executive director office stationery needs

Year: 2025/2026

NO.	DESCRIPTION	QUANTITY
1	Parcel delivery book	06
2	Note books 1 Quire 2 Quire	20 25
3	Envelopes A4 A5	50 self seal brown envelopes 50 self seal brown envelopes
4	Exam pads	20
5	Mouse pads	10
6	Rubber bands	5 boxes
7	Pens, Black (BIC Colourless with Black Cap) Red (BIC Colourless with Red Cap)	30 boxes 2 boxes
8	Staplers steel	20 boxes
9	Heavy duty pro long arm stapler	5 boxes
10	Box of staples	10
11	Heavy duty stapler with 2 holes and staples	3
12	Heavy duty 2-hole puncher	4
13	Punchers Small and Big	2 each
14	File dividers	30
15	Pritt stick glue	10
16	Clipboards	50
17	Calculators, Desktop	5
18	Buff packaging tape - Clear	3
19	Scissors	3
20	Correction fluid	3
21	Erasers	10
22	Penflex assorted Permanent Marker (red, blue, green and black)	10 packs
23	Penflex assorted White board marker (red, blue, green and black)	5 packs
24	Highlighters Assorted colours	12 sets
25	0.5 Clutch pencils	20 sets
26	0.5 Pencil refill leads	10 packs
27	Rulers	20
28	Quotation Files (Navy)	5
29	Lever Arch files	50
30	A4 File dividers 5 tabs	12
31	Stick Pop up Massage sign here 45 x 12mm 150 sheets forward flash 5 pad	15 packs
32	Highlighter Pencils	2 packs
33	Sticky notes (green, pink and purple)	15 boxes
34	Flip Files 20 Pockets	10
35	Stamp pad with Red ink, Blue ink, and Black ink	2 each
36	Pocket book	50
37	Flat Folder (orange pack, blue pack)	2
38	File fastener	3 boxes
39	4 Tier stackable metal Mesh file holder stand organizers	2