

# Mbizana Local Municipality



To : The Manager SCM  
From : IDP Unit  
Date : 18<sup>th</sup> July 2018  
Subject : Request for Printing and binding of 2018/2019 IDP

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Dear Sir

This serves as a request for printing and binding of one hundred (100) copies of the Integrated Development Plan for 2018/2019 financial year. The specification is detailed as follows:-

- Item : IDP Review 2018 / 2019
- Number of copies: 100
- Pages: approximately 320 pages including the cover pages
- Cover must be hard gloss in full colour
- Colour Pages 120
- The document must **NOT** be edited
- It must be glued and sewn seam bound
- Pages printed on back to back

