

Mbizana Local Municipality



To: SCM Manager
 From: Snr Manager Community Services
 Date: 23rd July 2018
 Subject: Specification for Library Awareness Campaign (National Book Week 2018)

Function: Library & Archives
 Library Programmes: Library Awareness
 Specification for Library Awareness campaign (National Book Week on the 21st August 2018 at Multi-Purpose Youth Centre)

Item	Quantity	Description
Catering	350	Still water, Apples, Bananas, Samp, Rice, Beef, Chicken, Potatoes, Spinach, Pumpkin, Beetroot, Can Drink, Can Juice
Sound System	1	Good Sound & MIC's
Pens	30	Gel ballpoint black model number gp111 written National Book Week 2018 with municipal logo
School bags	30	School laptop back 617, MBBBP007 size 32x21x50cm material 1680D polyester colour navy with municipal logo written National Book Week 2018
Writing Pads	30	A4 60 leaves
Golf Shirts	40	Colour Navy 65% polyester, 35% cotton with different age sizes available at the library embroidered with municipal logo name of the learner on the right, A+ Readers Book Club at the back of the golf shirt
Pencil Cases	30	Two sided zippered pencil cases, size 20.3Lx4.8Wx4.4Hcm

