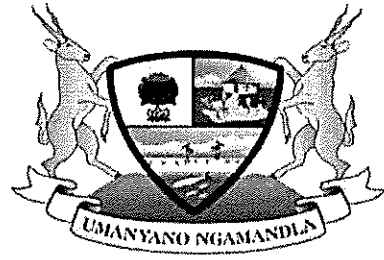


Mbizana Local Municipality



INTERNAL MEMO

To : Supply Chain Manager
From : SM: Community Services
Date : 21 September 2018
Subject: DLTC Stationery Specification

ITEM NUMBER	NAME OF ITEM	QTY
HP 87A	Toner Cartridge (Original not Compatible)	15
DR - 3405	Brother E75665E7N663262	15
3M Tape	Secure Tape Red	12x 10 boxes
DL1	Application Forms for Drivers Licence	100x 80
RLV	Application Forms for Registration and Licensing of Motor Vehicle	100x 80
ADV	Application Forms for Deregistration of Motor Vehicle	100x 10
ALV	Application Forms for Licensing of Motor Vehicle	100x 80
MC	Medical Certificate Forms	100x 10
ABR	Application Forms and Notice in respect of Business Register Number	100x 80
NCO	Notification of Change of Ownership/Sale of Motor Vehicle	100x 10
LL1	Application Form for Learners Licence	100x 80
	Clear Tape (Big)	200 Rolls

Clear Tape		
Office Staplers	Staplers (Small)	10
Staples	Small staples	30 boxes
Black Pens	Bic black pen	20 boxes
Red Pens	Bic red pen	20 boxes
Black Pilot Pens (refill)	Black Pilot Pens (refill)	150
Pencil	Pencil	200 pencils
Office High lighters	Office High lighters with different colours	06 packs
A4 Lever Arch Files		10 boxes
White Printing Paper	White Photocopying Papers	50 boxes
Bostic Prestik	Bostic Prestik	100G X 20
Fellowes Bankers Box System Series File Store Module - 6 Bay	Fellowes Bankers Box System Series File Store Module - 6 Bay	X15
A4 Tinted Colour Paper - Pink - Ream	A4 Tinted Colour Paper - Pink - Ream	500 Sheets x 5
A4 Tinted Colour Paper - blue - Ream	A4 Tinted Colour Paper - blue - Ream	500 Sheets x 5
A4 Tinted Colour Paper - yellow - Ream	A4 Tinted Colour Paper - yellow - Ream	500 Sheets x 5
Metal File Fasteners (Size 80mm)	Metal File Fasteners (Size 80mm)	50 X 10 Metal File Fasteners
Croxley Frosted A4 Binding Cover	Croxley Frosted A4 Binding Cover	100 X 10 Packs



D.N. Lumphoko
Manager: Safety and Security



M.M Khuzwayo
SM: Community Services