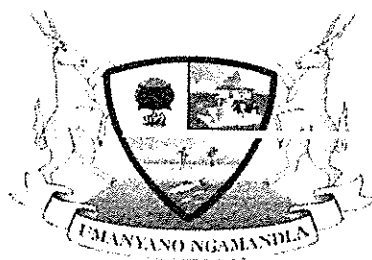


# Mbizana Local Municipality



**Date** : 11 January 2019  
**To** : Municipal Manager  
**From** : PMU Engineering Services  
**Subject** : Request for stationary

---

This communicate serves to request for stationary for the PMU Section. We request for the following items;

Item	Description	No. of items
File archive boxes	Filing storage boxes- for storing lever arch files and other documents	30
Financial calculators	EL-738FB Advanced Financial Calculator	1
Lever Arch files	Lever Arch Files	2 boxes
Scientific Calculator	Scientific Calculators	5
Black pens	Black fine point pens	5 boxes
Pencils	H2 Lead pencils	5 boxes
Erasers	Lead pencil eraser	20 Units
Scissors	Scissors	3
Sticky tape	Clear sticky tape	2
Glue stick	Glue stick 43g	10
File dividers	File dividers of different colours	10 boxes
White paper	Boxes of white A4 paper	10 boxes

White Paper	Boxes of white A3 Paper	1 box
Note books	A4 2 Quire note books 196	10
Note books	A5 note books for PSC Trainings and	
Highlighters	Highlighters with minimum of 4 different colours	10 packs
Contracts book	General Conditions of Contract for Construction works 3 <sup>rd</sup> Edition 2015	10
Contracts book	Joint Building Contracts Committee Edition 6.1, March 2014	10
Contracts book	Minor Works Agreement 5.1, March 2014	10
Contracts book	Occupational Health and Safety Framework	10