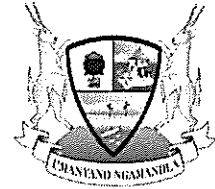


Mbizana Local Municipality



**Date** : 07 May 2019  
**To** : SCM Manager  
**From** : Senior Manager: Community Services Department  
**Re** : **Specification for Promotional Material for Indigent Awareness Campaign**

Request quotations for a suitable service provider to supply and delivery as specified below.

- 1. Promotional Materials
  - 1.1 Reflector Jackets

Quantity (36)

Lime & Orange Reflector Jackets

Written : **Mbizana Municipality Free Basic Services at the back**

Quantity: 36

Size	Quantity
Small	13
Medium	16
Large	03
X-Large	03

- 1.2 Khakhi Cricket Hats

Quantity -36

Description	Quantity
Khakhi Cricket Hats with string and soft brim. Embroidered <b>Mbizana Municipality</b> logo in front	36

### 1.3 Safety Shoes

Quantity (31)

- Double density, heat resistant up to 95 c
- Extra wide fitting steel toe cap
- Poron insert at the heel for additional comfort
- Approved by Podiaery association Sans-ISO-20345 ANTISTATIC
- Safety shoes for women and safety boot for men
- Colour: Black

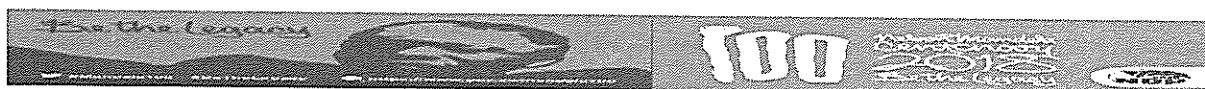
Sizes	Quantity
3	03
4	04
5	07
6	05
7	05
8	03
9	02
10	02

### 2. LAPTOPS

Quantity	No.	Description	Minimum Requirements
03	1.	Screen Size	13-14''
	2.	Processor	Intel Core i5
	3.	Memory	4GB
	4.	Hard Drive	500GB
	5.	Operating System	Windows 10 Pro
	6.	Communication	Embedded 3G Module & Wifi/wireless LAN RJ45 Headphone/line-out HDMI AC power External VGA Monitor
	7.	Warranty	3 year next business day onsite warranty
	8.	Additional Support	Technical support to the Municipality
	9.	Carry Bag	Universal Carry Case

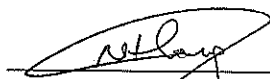
#### 4. STATIONERY

No. Of Items	ITEM	DESCRIPTION	SIZE	QTY
4.1	Plain Papers	White papers. 500 Sheets	80g/M2 A4.210x297mm	100 boxes
4.2	Coloured papers	Assorted Colours(pink, yellow green, blue)	A4	400 (100 per colour)
4.3	Pens	Black ballpoint pen(50 per box)	1.0mm	1 box
4.4	Pencil	Pencil-Hp pencil with strong lid, easy to sharpen and perfect grip.	Standard	1 box of 50
4.5	Cover	A4 clear binding cover	A4	10
4.6	Stapler	1. Metal full strip stapler. Maximum sheet capacity: 20. Loads Rexel No. 56(26/6) or No. 16(24/6) staples.	92 mm throat depth	36
4.7	Staples	Zinc planted steel wires	No.16	Box of 1000x36
4.8	Filling tray	Plastic Paper data tray ( 3 layers)	A4 letter	1
4.9	USB	SanDisk Cruzer Blade 4GB USB 2.0 Flash drive • Colour of product: Black • Product Type: USB	4 gig	5



		Key • Interface Type: Hi-Speed USB 2.0		
4.10	Pritt	Excellent quality glue stick with high initial tack White, Clear, Invisible	43 g	10
4.11	Storage boxes	A4 Archive container with code 080115(Kraft in colour )	460 Lx360Wx265D	100
4.12	Note books	2 quire / 192 pages counter book	2 quire	12
4.13	Sign here stickers	3M Post-it arrow mini flags assorted	11.9x43.2mm	100
4.14	Folder File	Paper folder file with green color	A4	50
4.15	File fasteners	Metal prongs & compressors made of tin plated steel	80 mm	50
4.16	Compact disc	Empty data storage CD-ROM device	standard	20

Requested by



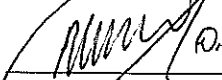
N.K Ntlanga  
(FBS Coordinator)

Recommended by



N. Xoko  
Manager: Social & Environment

Approved /Not Approved by:



M.M Khuzwayo  
(SM: Community Services)

