

Mbizana Local Municipality



To: SCM Manager

From: SM: Community Services

Date: 03rd /04/2019

Re: Library Awareness Campaign (World Book Day) Specification

SPECIFICATION FOR WORLD BOOK DAY TO BE HELD ON THE 2ND May 2019 @Mbizana Public Library

Item	Description	Quantity
Catering	Samp, Rice, Beef, Chicken, Spinach, Butternut, Beetroot, Potatoes, Salad, Carrot, Can 330 ml Mineral Drink and 330ml Can Juice	200
Fruit	Banana and Apples	200
Still Water	500ml Bottled Water	200
2 pole tent	200 Chairs , 5 rectangular tables, 5 white table cloth	
Sound System	Good sound system with roving mics and DJ	1
T-Shirts (Written Mbizana Book Clubs at the back with Municipal logo and DSRAC Logo in front)	Cotton t-shirt, Short sleeves Crew Neck. 100% cotton/65% polyester	120
Transport	15 seater taxi from Nkantolo, Ebenezer, Dudumeni to Mbizana Public Library	3 taxis

Requested by:


N. Mqoke
(Librarian)

Recommended by:


N. Xokha
(Manager Social & Environ. Services)

Approved by:


M. M. Khuzwayo
(Senior Manager: Community Services)

