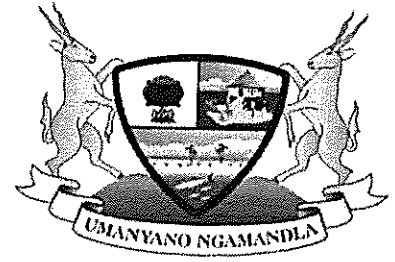


Mbizana Local Municipality



To: SCM Manager

From: SM: Community Services

Date: 15th /07/2019

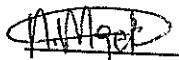
Re: Library Awareness Campaign (National Book Week) Specification

SPECIFICATION FOR WORLD BOOK DAY TO BE HELD ON THE 14th August 2019 @Multi-Purpose Youth Centre)

Item	Description	Quantity
Catering	Rice, Samp, Beef, Chicken, 3 vegetables, Chips, Apple & Banana, Can 330 ml Mineral Drink and 330ml Can Juice	200
Still Water	500ml Bottled Water	200
Sound System	Good sound system with roving mics	1
Promotional material	<p>Wall Burner x1, 2250mmx4500mm colour sky blue with Municipal Logo written Library Services BIG & BOLD in centre,</p> <p>Square Pop-up burners x2 colour sky blue and white with municipal logo & municipal name written Library Services BIG & BOLD in centre, A-Frame, 1mx2.5m</p> <p>Lantern Banners x2 sky blue colour, municipal logo, good quality, written Library Services BOLD & BIG in centre</p> <p>Table cloths x4 1500w x 4000h, municipal logo around the cloth, colour 2x sky blue and 2x white, written Library Services BOLD & BIG in centre, 2x Book images besides the centre writing</p> <p>Pens gel ink black x 60, Municipal logo written Library Services</p> <p>Pencil cases x60, 23x11cm, colour sky blue with municipal logo written Mbizana library services</p> <p>Lunch Bags x 60 a shoulder strap makes this super portable for work, None-slip bottom, aluminium foil lining, front slip pocket, adjustable</p>	

	shoulder strap, 22cm wide, 15cm deep and 18cm high, Opposite side mesh pocket with municipal logo written Mbizana Library Services Library bags x60 , 32cmx39cm sky blue with municipal logo written Mbizana Library Services Highlighters colour variety x60, Journals x60, A5 148x210mm School Bags x 60 colour navy and black with municipal logo 30 written National Book Week and 30 written SA Library Week, 39x30x22cm Oxford School Dictionary x60	
Transport	2 taxis from Mbizana Library to Mt Frere	2 taxis

Requested by:


 N. Mqeke
 (Librarian)

Recommended by:


 N. Xoko
 (Manager Social & Environ. Services)

Approved by:


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