

Mbizana Municipality



Date : 09 July 2019
To : The Manager SCM
From : Office of the Municipal Manager (IDP & PMS Unit)
Subject : Request for printing and binding of 2019/2020 IDP Document

Dear Sir

This serves to request for printing and binding of one hundred (100) copies of the 2019/2020 IDP document. The specification for printing and binding is as follows:-

- Item : IDP Review 2019/2020
- Number of copies : 100
- Pages : approximately 326 pages excluding cover pages
- Colour pages : 118
- Cover must be hard gloss in colour
- It must be glued and sewn seam bound
- Pages printed on back to back

Yours in Municipal Administration

Ms S. N. Majova
Operations Manager