



INTERNAL MEMO

To : Supply Chain Manager

From : Communications Manager

Date : 16 September 2019

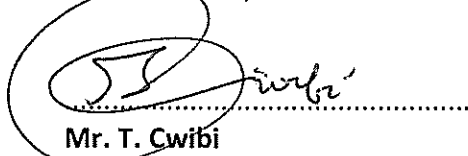
RE : Specification

Specification for Branding Material

QTY	DESCRIPTION	SPECIFICATION
15	Roll Up Banners	<ul style="list-style-type: none"> • Sky Blue and White • Municipal Logo and Municipal Name (BIG and Bold) • Premium Model in Good quality • Wording to include, Municipal Vision and Mission (6), values (3), Welcome to Mbizana Local Municipality (3) and Batho Pele Principles (3) • Check communications Unit for samples
10	Table Cloths	<ul style="list-style-type: none"> • Sky Blue and White (05) • Black (05) • Municipal Logo and Municipal Name (BIG and Bold) to be placed around the table cloths and in the middle. • At the Bottom to be written "Umanyano Ngamandla" • Large (3m x 2m)
02	Podium Banners	<ul style="list-style-type: none"> • White with municipal logo (01) • Sky Blue with municipal logo (01) • Must be able to be stand free on any podium
04	Municipal Flags	<ul style="list-style-type: none"> • To be the size of a South African Pole Flag • White with Mbizana Logo • Good quality
02	Gazebo	<ul style="list-style-type: none"> • Stretch Tent Gazebo • Sky blue and white

		<ul style="list-style-type: none"> • Must have 8 x camp chairs with embroided municipal logo • Must have Municipal Logo and Municipal Name around it • Check Communications Unit for samples
1	Branded Aluminium black truss podium	<ul style="list-style-type: none"> • Standard aluminium truss branded podium/lectern • Aluminium Mbizana local municipality logo printed in colour in front • Top set of the podium set as an angle to allow the speaker to easily read and place documents
1	Oval plastic podium	<ul style="list-style-type: none"> • Branded oval podium with black gloss timber top with updatable fabric cover print • Podium to be 70cm wide and 1.2cm long. • Podium cover must be sky blue • With carry bag
500	Promotional material	<ul style="list-style-type: none"> • Branded water bottles (50) • branded pens (100) • Branded 2020 diaries (100) • Branded power banks with cables(100) • Branded disk holders (100) • Branded Mug Flasks (50)

Yours Sincerely



.....
Mr. T. Cwibi
Communications Manager