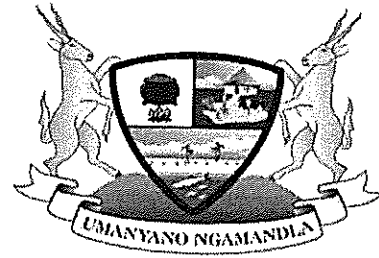


Mbizana Local Municipality




INTERNAL MEMO


To : Manager Supply Chain
From: SM: Community Services
Date : 16th October 2019
Subject: DLTC Stationery Specification

ITEM NUMBER	NAME OF ITEM	QTY
HP 87A	Toner Cartridge (Original not Compatible)	15
DR - 3405	Brother E75665E7N663262	15
3M Tape	Secure Tape Red	12x 10 boxes
DL1	Application Forms for Drivers Licence	100x 80
RLV	Application Forms for Registration and Licensing of Motor Vehicle	100x 80
ADV	Application Forms for Deregistration of Motor Vehicle	100x 10
ALV	Application Forms for Licensing of Motor Vehicle	100x 80
DCT	Declaration in Respect of Lost Documents	100x 10
MC	Medical Certificate Forms	100x 10
ABR	Application Forms and Notice in respect of Business Register Number	100x 80
NCO	Notification of Change of Ownership/Sale of Motor Vehicle	100x 10

LL1	Application Form for Learners Licence	100x 80
TLL	Theory Test for Learners Licence	200x10
3620/SSX	Set of written tests for LL (English, Southern Sotho, Xhosa, and Afrikaans). This set consists of 9 books: D1, D2, D3, E1, E2, E3, F1, F2, and F3.	48
3621	Set of scoring stencils for all the books	02 Sets
3622	Manual for the Theory Test for Learner's Licence (English Only)	100 x 100 bundles
3507	Sketch booklets	48
3510	Map with road traffic signs	48
3506/NSZ	Oral theory test for learners licence	11 x 100
3506/SSX	Oral theory test for learners licence	11 x 100
3509	Scoring stencil for oral theory Form A	02 set
070 HIEMCRISYS	Hiemsatra's Criminal Proc (2MD) Delivery & Handling	07
Wall Clock	Century 25cm wall clock with rope	02
Filling Boxes	Optipian files (Light weight with flap, custodian cream, 120 gsm, 100 sheet, ref. 415)	X 1000
A4 Tinted Colour Paper - Pink- Ream	A4 Tinted Colour Paper - Pink - Ream	500 Sheets x 5
A4 Tinted Colour Paper - blue - Ream	A4 Tinted Colour Paper - blue - Ream	500 Sheets x 5
A4 Tinted Colour Paper - yellow - Ream	A4 Tinted Colour Paper - yellow- Ream	500 Sheets x 5
Metal File Fasteners (Size 80mm)	Metal File Fasteners (Size 80mm)	50 X 10 Metal File Fasteners

Croxley Frosted A4 Binding Cover	Croxley Frosted A4 Binding Cover	100 X 10 Packs
Endorsing Ink	Black Endorsing Ink	10
Black stamp pad	Black stamp pad	05
Everyday Power Plus Battery	Everyday Power Plus Battery (R 6 PP)	20
Big Pair of Scissors	Big Pair of Scissors	8
Black Pens	Bic black pen	20 boxes
Blue Pens	Bic Blue pen	20 boxes
Black Pilot Pens (refill)	Black Pilot Pens (refill)	150
Pencil	Pencil	200 pencils
Office High lighters	Office High lighters with different colours	06 packs
White Printing Paper	White Photocopying Papers	50 boxes


 D.N. Lumphoko
 Manager: Safety and Security


 M.M. Khuzwayo
 SM: Community Services