

Mbizana Local Municipality



To : Manager: SCM
From : SM: Community Services Department
Date : 10 October 2019
Subject : Specification for Disaster Awareness Campaign

Social & Environmental section within Community Services Department is responsible for Disaster management and coordinating social programs at Mbizana. The section will be conducting Disaster awareness Campaign on the 30th October 2019 at Mpumelweni Community hall, Ward 28. This therefore serves to request Quotations for supply and delivery of following awareness materials:

Item	Description	Size	QTY
1. Catering	<ul style="list-style-type: none">• Lunch serve with• Rice/ Samp• Beef/Chicken• 3 vegies• 3 salads• 100%v soft drinks and Juice.	Plate and 330ml soft drink and juice	250
2. Water	<ul style="list-style-type: none">• Still water for 250 participants	500 ml	250
3. PA System	<ul style="list-style-type: none">• PA system with roving microphone & Podium,	Standard size	01
4. Transport	<ul style="list-style-type: none">• 2 Taxis from ward 23, 2 from ward 24, 2 from ward	15 Sitter	10

MBIZANA LOCAL MUNICIPALITY-SPECIFICATION FOR LOGISTICS FOR DISASTER AWARENESS CAMPAIGN

	25 and 4 from ward 28 11, and 19		
5. Sanitary towels	<ul style="list-style-type: none"> • Sanitary towels Pack of 20 • With wings • Absorbent 	Standard size	50 packs
6. Hygiene Kit	<ul style="list-style-type: none"> • Hygiene Kit: Tooth paste ,tooth brush and Deodorant, 2 Towels & Bath soap 	Standard size	50 packs
7. Disaster booklets	<ul style="list-style-type: none"> • Municipal Logo • Disaster Management Logo • Information of Disaster with pictures • Colourhy Hard glossy papers 	A5(24 pages)	100 bronchus

Requested by

 N. Madikizela
 (Social 1. Serv. Coord)

Recommended by

 N. Xoko
 (Manager Social & Environ)

Approved by

 M. M. Khuzwayo
 (SM: Comm. Services)