


Mbizana Local Municipality

Date : 10 October 2019
To : Supply Chain Management
From : Manager Mayoralty and Executive Support
RE : Specification for Umzila ka-Tambo Marathon

Dear Sir

- 50 X VIP Catering
- 200x 500 ml still water
- 1 X 2 pole tents with 5 cocktail tables, 20 high bar chairs & 20 chairs
- 1 X 2 pole tents with 4
- 0 chairs
- 2 X R1000 vouchers (Prizes for 1st male & 1st Female Mbizana runners)
- **400 lunch packs** (4 slices of buttered bread, 1x chicken ¼ leg, 1 x can Soft drink/Juice (340 ml), 1 x 75gm chips, 1 x 175gm yoghurt, 2 x fruit (Apple and Banana)



Mr C. Noconjo
Manager Mayoralty and Executive Support



Mbizana Local Municipality

To : SCM
From : Manager Municipal Operations
Date :09 October 2019
RE : Specification for national commemoration event

SPECIFICATION FOR NATIONAL COMMEMORATION EVENT x

- 3000 chairs
- 300 chair covers
- Main stage and performance stage (2)
- Sound system with mics (2 cordless mics , 4 mics stands with mics)
- Décor for the main tent
- Catering for 300 people (VIP`s)
- Breakfast 500 people
- 5 performance groups
- Cake (1,5 m x1m)
- 25 foldable tables with cloths
- Catering for 2700 people

Yours in Municipal Administration

.....
Mr C. Noconjo
Manager Mayoralty and Executive Support

CATERING SPECIFICATION

- 100 cups
- 4 Flask
- Tea containers
- 100 glasses
- 100 side plates
- 100 bowls
- 100 L x 6 Saucepan
- 120 l x 6 Saucepan
- 8 x Gas Stoves
- Size 9 Gas x 8
- 300 plates
- 300 spoons
- 10 x dishing spoons
- 06 x chaffing dishes
- 10 Sheep
- 02 and a Half full Cows
- 4 Offal (Beef)
- 10 offal set sheep
- 3000 take away trays
- 3500 plastic spoons
- 500 form tubs without lid
- 3500 drinks (cans only)
- Savietts and tooth picks 3000
- Juice 5l x 2
- 6 x 10 kg cake Flour
- Yeast 30 pkts
- 12.5 kg White Sugar (Hulleys)
- Long life (10s x5)
- 750 ml Coffee (Nescafe)
- Tea bags (Five roses, Rooibos) (100s)
- Umbhako x 50
- 12,5 kg x 6 Meal-meal (White star)
- Onion 3 bags
- 1 x 5 l Cooking Oil (Helios)
- Rama original 1kg x 10

- Salt 1kg 3
- Chicken stock x 4
- Beef stock powder x 6
- Rajah 500g 5
- 5 bags Cabbage
- 10 x 5 kg Carrot
- Grater 10`s
- Matches
- 100 steamed bread (from Spar)
- Cornish hens x 20
- 6 legged pots size 25
- 10 Broilers
- Knives 10
- 200 Bread (100 brown and white) sliced –
- 6 x Basins
- 10 x Foldable tables with cloths
- 300 Scones
- 300 Muffins
- Pot scrapper 4
- Steel wool 5
- Toilet paper 10 s 2
- Cling wrap big
- Knives x 10
- Swabs x 5
- Dish cloths x 5
- 4 x 20L Buckets

Yours in/Municipal Administration

.....
Mr C. Nocomjo
Manager Mayoralty and Executive Support