



Mbizana Municipality

Date : 19 February 2020
FROM : Executive Support and Mayoralty Manager
TO : SCM
Subject : Specification for Career Guidance

Item	Description	Quantity
1. Catering	100 Lunch pack for 3 days	100 Lunch packs x 3 days
2. Tent	2 tents (1 with 400 chairs and 1 with 15 tables) per venue (Mzamba Cluster, Nongeke Cluster and Ngalonkulu Cluster)	2 tents x 3 days
3. Transport	Transporting 30 exhibitors from Mbizana to the Venues/cluster	2 taxis x 3 days
4. Pa system	1 PA system with two micro phones	1 x 3days

Mr. C Noconjo
Executive Support and Mayoralty Manager