







Mbizana Local Municipality



To : Manager: SCM
From : SM: Community Services Department
Date : 21st January 2020
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 04th March 2020 at Siculo Bani Community hall, Ward 17. This therefore serves to request Quotations for supply and delivery of following awareness material.

Item	Description	Size	QTY
1. Catering	<ul style="list-style-type: none"> Lunch serve with Rice/ Samp Beef/Chicken 3 vegies 3 salads 100% soft drinks and Juice. 	Plate and 330ml soft drink and juice	350
2. Water	<ul style="list-style-type: none"> Still water for 350 participants 	500 ml	350
3. Fruit Packs	<ul style="list-style-type: none"> Simba Chips Yoghurt Apple, Banana & Peach Stick Sweet 		
4. PA System	<ul style="list-style-type: none"> PA system with roving microphone & Podium, 	Standard size	01
5. Transport	<ul style="list-style-type: none"> 2 Taxis from Ward 01, 2 from Ward 06, 2 from Ward 13 and 4 from ward 17 	15 Sitter	10
6. Promotional material	<ul style="list-style-type: none"> Trophies and Certificate of attendance 	3 Trophies with Mbizana Logo and Theme "Disaster is everybody's responsibility be part of it.	3 Trophies 60 Certificates

		A4 Glossy hard paper Standard Certificate	
7. Lid Pencils	<p>Municipal Logo</p>  <p>Mbizana Local Municipality</p> <p>Disaster Management Logo</p>  <p>Theme "Disaster is everybody's responsibility be part of it "</p>	Standard Lid Pencil	200
8. Ruler	<p>Municipal Logo</p>  <p>Mbizana Local Municipality</p> <p>Disaster Management Logo</p>  <p>Theme "Disaster is everybody's responsibility be part of it "</p>	Standard Ruler	200
9. Pencil Case	<p>Municipal Logo</p>  <p>Mbizana Local Municipality</p> <p>Disaster Management Logo</p>  <p>Theme "Disaster is everybody's responsibility be part of it "</p>	Medium Size	200

Requested by


 N. Madikizela
 (Social Serv. Coord)

Recommended by


 N. Xoko
 (Manager Social & Environ)

Approved by


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