

Mbizana Local Municipality



Date : 03 February 2020
To : SCM Manager
From : Senior Manager: Community Services Department
Subject : Specification for catering, Sound System, Stationery and Promotional Material for FBS Awareness Campaign

Request catering for 160 people who will be attending FBS awareness campaign on the 25 February 2020.

- Please note that Lunch will be served at 13h00

Catering

ITEM	SIZE	QTY
1. 100% fruit juice (variety)	250 ml	80
2. Soft drinks	300ml	80
3. Still water	500ml	160

Starch	Meat	Vegetables	Salads	Quantity
1. Samp and Rice	Chicken & Beef	2Vegetables	2 Salads	160 people

Promotional Material

Item	Description	QTY
T - Shirts	T – Shirts with Municipal Logo Branded FBS	15

PA system

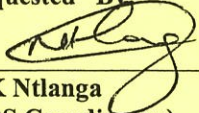
Item	Description	QTY
Sound system	PA System with 2 Roving Mics	2

Stationery

ITEM	DESCRIPTION	SIZE	QTY

Plain Papers	White papers. 500 Sheets	80g/M2 A4.210x297mm	50boxes
Highlighters	Various colours (5 Colours per pack)	70mm	2 Packs
Pens	Black ballpoint pen(50 per box)	1.0mm	1 box
Stapler	1. Metal full strip stapler. Maximum sheet capacity: 20. Loads Rexel No. 56(26/6) or No. 16(24/6) staples.	92 mm throat depth	36
Staples	Zinc planted steel wires	No.16	Box of 1000x36
Storage Boxes	A4 Archive container with code 080115 (Kraft in Colour)	460 Lx360x265D	50

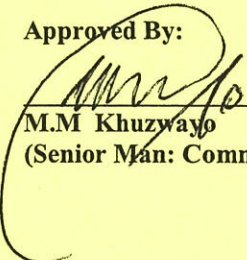
Requested By:


 N.K Ntlanga
 (FBS Coordinator)

Recommended by:


 N. Xokola
 (Manager: Soc. & Enviro)

Approved By:


 M.M Khuzwayo
 (Senior Man: Comm.Serv)