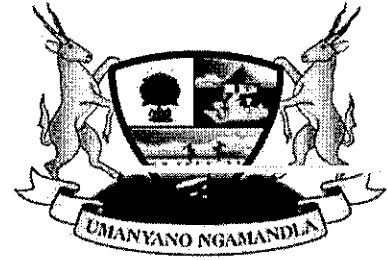


Mbizana Local Municipality

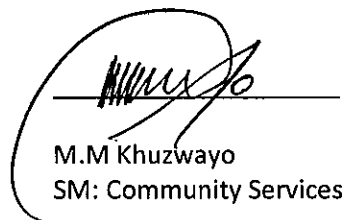


INTERNAL MEMO

To : Manager Supply Chain
From: SM: Community Services
Date : 28th April 2020
Subject: DLTC Stationery Specification

ITEM NUMBER	NAME OF ITEM	QTY
HP 87A	Toner Cartridge (Original not Compatible)	15
DR - 3405	Brother E75665E7N663262	15
DL1	Application Forms for Drivers Licence	100x 80
RLV	Application Forms for Registration and Licensing of Motor Vehicle	100x 80
ADV	Application Forms for Deregistration of Motor Vehicle	100x 10
ALV	Application Forms for Licensing of Motor Vehicle	100x 80
DCT	Declaration in Respect of Lost Documents	100x 10
MC	Medical Certificate Forms	100x 10
ABR	Application Forms and Notice in respect of Business Register Number	100x 80
NCO	Notification of Change of Ownership/Sale of Motor Vehicle	100x 10
LL1	Application Form for Learners Licence	100x 80
TLL	Theory Test for Learners Licence	200x10
HIEMCRISYS	Updated National Road Traffic Act 1993 of 1996	04 Sets
Wall Clock	25cm wall clock with rope	02
Filling Boxes	Optiplan files (Light weight with flap, custodian cream, 120 gsm,	

	100 sheet, ref. 415)	X 1000
A4 Tinted Colour Paper - Pink- Ream	A4 Tinted Colour Paper - Pink - Ream	500 Sheets x 5
A4 Tinted Colour Paper - blue - Ream	A4 Tinted Colour Paper - blue - Ream	500 Sheets x 5
A4 Tinted Colour Paper - yellow - Ream	A4 Tinted Colour Paper - yellow- Ream	500 Sheets x 5
Metal File Fasteners (Size 80mm)	Metal File Fasteners (Size 80mm)	50 X 10 Metal File Fasteners
Frosted A4 Binding Cover	Frosted A4 Binding Cover	100 X 10 Packs
Endorsing Ink	Black Endorsing Ink	03
Black stamp pad	Black stamp pad	05
Power Plus Battery	Power Plus Battery (R 6 PP)	04 Pkt
Big Pair of Scissors	Big Pair of Scissors	8
Name Tags	Name tags for Security officers and traffic Officers written initial & surname with municipal log.	19
Memory Sticks	Branded 16 Gig Memory sticks with Mbizana Municipality Logo	05
Black Pens	Bic black pen	20 boxes
Blue Pens	Bic Blue pen	20 boxes
Red Pens	Bic Red Pen	10 Boxes
Pen G-TEC- C4 Black	Pen G-TEC- C4 Black	100
White Printing Paper	White Photocopying Papers	100 boxes



M.M Khuzwayo
SM: Community Services