

# MBIZANA MUNICIPALITY



TO : MUNICIPAL MANAGER  
 FROM : SNR MANAGER: CORPORATE SERVICES  
 DATE : 06 AUGUST 2020  
 SUBJECT : REQUEST FOR DISINFECTING MATERIAL

## PURPOSE

This communiqué serves to request approval from the office of the Municipal Manager to facilitate the procurement of cleaning material.

## BACKGROUND

The Corporate Services Department is responsible for the Health and Safety of all Municipal employees as per the Occupational Health and Safety Act 85 of 1993. In ensuring that the new order of housekeeping is maintained and managed accordingly, a continuous disinfecting of the Municipal premises is done. The Wellness section is responsible for the monitoring of this process whilst the Housek

## FINANCIAL IMPLICATIONS

Function	Project	Item	Segment	Total Budget
Human Resources	Disaster Management: Emergency intervention	Finished Goods	COVID - PPE	

## SPECIFICATION

PRODUCT	DESCRIPTION	QUANTITY	ESTIMATED PRICE	TOTAL PRICE
1. Hand Gloves	Plastic Gloves Mercator Medical Ambulance High Risk	20 Boxes		
2. 20 Litres of Sanitizers	Liquid Sanitizers with Anti-bacterial & 70 % of Alcohol	20		
3. 20 litres disinfectant solution	Surface Disinfectant for viruses (alcohol, bleach, Hydrogen peroxide and quaternary ammonia infused)	20		