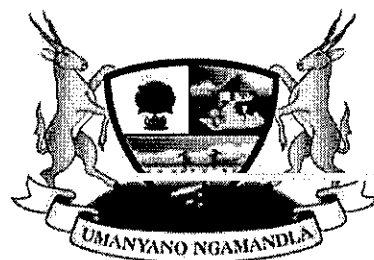


Mbizana Local Municipality



INTERNAL MEMO

To : Manager Supply Chain
 From: SM: Community Services
 Date : 21 September 2020
 Subject: Specification for DLTC Stationery

ITEM NUMBER	NAME OF ITEM	QTY
HP 87A	Toner Cartridge (Original not Compatible)	15
Brother HL – L5200DW	Brother Toner High Yield Black 800 Page Yield TN3437 for MFCL5900DW/6900DW	20
HIEMCRISYS	Updated National Road Traffic Act 1993 of 1996	02 Sets
Bankers Storage Boxes	Double walled cardboard for extra durability Can store: 5 x Lever Arch Files ✓ Suitable for folio or A3 filing ✓ Available in Kraft ✓ 25 units per pack ✓ Size: 460L X 360W X 265D	X 100 Boxes
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
Croxley Frosted A4 Binding Cover	Croxley Frosted A4 Binding Cover	100 X 10 Packs
Endorsing Ink	Black Endorsing Ink	05
Black stamp pad	Black stamp pad	05
Stamps	Date Stamp Automatic written "Mbizana Municipality, Sign and written Chief Protection Services"	02
Everyday Power Plus Battery	Everyday Power Plus Battery (R 6 PP)	04 Pkt
Big Pair of Scissors	Scissor S/Steel R/Grip 21 6cm SC9908	10
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	05 Boxes of 60
Blue Pens	Bic Blue pen	05 Boxes of 60
Red Pens	Bic Red Pen	05 Boxes of 60
Pritt	Pritt Glue stick Original 50g	20
Envelops	Brown A4 Envelops	1 X A4 Box
A4 Plastic Sleeve	A4 Multipuchedplastic sleeve file pocket	100 XA4
Rubber Band Money	Rubber Band 100g No.10 Box 30mm X 1.5MM	10Boxes
Calculator	Mfr. Part No. DH-12TER	02
Staple Remover	Black Silver tone 5.9cm office staple remover	10
Staplets	Staplets 26/6 - 5000	10 packets
Black & Red Permanent Marker	EK70 Permanent Markers Black & Red	02 X 12 -Pack Black 02 X 12 -Pack Red
White Printing Paper	White Photocopying Papers	50 boxes