

Enquires: M. MKHATHI

Ext no.5039

18 March 2019

**SPECIFICATION FOR DIARIES**

Item	Description	Quantity
1. Diaries	<p><b>TYPE :</b> A4 PVC  <b>DIMENSION :</b> 23,5cm x 18cm x 25cm  <b>COLOUR :</b> Maroon , Green, Blue and Black  <b>MATERIAL :</b> Leather</p> <p>1<sup>st</sup> page of the diary will have a brief history of Alfred Nzo and the diary will also have 12 inserted monthly information pages.</p> <p>On the cover, the diaries must have Name, Designation, Customer Care Line and Municipal Logo all printed in gold</p>	100
2. Diaries	<p><b>TYPE:</b> A4 PVC 2 Tone S-curved Pad Executive Diaries  <b>DIMENSION:</b> 29cm x 21,5cm x 2,5cm  <b>COLOURS:</b> Maroon, Green, Blue and Black  <b>MATERIAL:</b> PMU</p> <p>1<sup>st</sup> page of the diary will have a brief history of Alfred Nzo and the diary will also have 12 inserted monthly information pages.</p> <p>On the cover, the diaries must have Customer Care Line and Municipal Logo all printed in gold</p>	25
3. Line Journal	<p><b>TYPE:</b> A5 Line Journal with elastic  <b>DIMENSION:</b> 13.5cm x 21cm  <b>COLOURS:</b> Maroon, Green, Blue and Black  <b>MATERIAL:</b> PMU</p> <p>On the cover, the journals must have Customer Care Line and Municipal Logo all printed in gold</p>	800
4. Calendar	<ul style="list-style-type: none"> <li>• Wall Calendars A1 size with wall mounting holes</li> <li>• Desk Calendars A2 size with corner plastic covers</li> <li>• Tri Angle A4 size with flipping pages under the cover page</li> </ul>	250 150 550
<p><b>NB:</b> calendars to be printed on gsm-glossy and in colour. The printing of calendars should be into printing. Submissions by all bidders should be accompanied by samples of each item as per the above specification. Bidders who fail to submit all samples as stated above will be disqualified.</p> <p>Selected service provider must deliver products to the municipal offices in Mt Ayliff within a month from the date receiving the Official Purchase Order.</p>		

Y. Mhlaluka  
**REQUISITION OFFICER**

**APPROVED/NOT APPROVED**

M. WUNTU  
**CHIEF OF STAFF**

