



REQUEST MEMO FOR GOODS/SERVICES

1. The goods/services, as reflected in the attached Annexure A, are required by this office for:

Description : Provisioning of Cleaning Services- Head Office

(When) : 01 April 2023

(Where) : 1ST Floor ,The Marine Building KZN Liquor Authority

The estimated price for the goods/services is

NB: Allocation codes	User Section	Requisition number

Motivation / Reason:

Signed by: Phumelele Ngongo
Signed at: 2023-02-28 09:52:58 +02:00
Reason: Witnessing Phumelele Ngongo

Compiler /End user

Signature

Signed by: Bhekani Richman Mncwango
Signed at: 2023-02-28 12:05:14 +02:00
Reason: Witnessing Bhekani Richman Mn

____/____/ 2023
Date

SCMP

Signature

Signed by: Ongeziwe Cingo
Signed at: 2023-02-28 12:23:50 +02:00
Reason: Witnessing Ongeziwe Cingo

____/____/ 2023
Date

Approved (CCM)

Signature

Signed by: Bheki Mbanjwa
Signed at: 2023-03-02 21:24:12 +02:00
Reason: Witnessing Bheki Mbanjwa

____/____/ 2023
Date

Authorized (CEO)

Signature

____/____/ 2023
Date



KWAZULU-NATAL LIQUOR AUTHORITY **GOODS AND SERVICES**

PROPOSED DELIVERY DATE : 01 April 2023

DELIVERY TIME :

DELIVERY ADDRESS : 1st Floor, 22 Dorothy Nyembe Street

Requisition No.		Business Unit:		Supplier	
No.	Description/ specification -		QTY Req.	Unit Price	Total Price
	Provisioning of Cleaning Services- Head Office				
1.	Request for a service provider to provide cleaning services for the period of 12 months starting from the 1 st of April 2023 to 31 st of March 2024.		03		
	<ul style="list-style-type: none">A service provider is requested to quote for general assistant uniform as once off.				
2.	The uniform must include <ul style="list-style-type: none">Over allDoekApronTekkies				
3.	Service provider is requested to comply with department of labour national minimum wage.				
	SUB-TOTAL				
	VAT				
	TOTAL				

End user's contact details

Name : Ms Phumelele Ngcongco

Telephone No : 031-302 0693