



REQUEST MEMO FOR GOODS/SERVICES

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

Description : Office groceries
(When) : 28 February 2022
(Where) : 1st Floor Marine Building

The estimated price for the goods/services is

NB: Allocation codes	User Section	SCM information
		Requisition number:

Motivation / Reason:

Provision of refreshments for the Office of the CEO

Signed by: Thobile Ndlovu
Signed at: 2023-03-06 12:56:16 +02:00
Reason: Witnessing Thobile Ndlovu

Thobile Ndlovu
Compiler /End user

Signature

06/03/23

Date

Signed by: Bhikani Richman Mncwango
Signed at: 2023-03-07 10:08:22 +02:00
Reason: Witnessing Bhikani Richman Mn

Signature

07/03/23

Bhekani R Mncwango
SCMP

Signed by: Bhikani Richman Mncwango
Signed at: 2023-03-07 10:13:24 +02:00
Reason: Witnessing Zukiswa Ngcemu

Zukiswa Ngcemu

Date
07/03/23

Zukiswa Mncwango

Date

Bheki Mbanjwa
Authorized (CEO)

Signed by: Bheki Mbanjwa
Signed at: 2023-03-07 13:23:53 +02:00
Reason: Witnessing Bheki Mbanjwa

Signature

07/03/23
Date



KWAZULU-NATAL LIQUOR AUTHORITY GOODS AND SERVICES

PROPOSED DELIVERY DATE : 28 February 2022
DELIVERY TIME : See spec below
DELIVERY ADDRESS : 1st Floor Marine Building

Requisition No.	Business Unit:			Supplier
No.	Description/ specification -	QTY Req.	Unit Price	Total Price
1.	Full Cream Milk (6x1L)	10		
2.	kronung 100% pure freeze dried coffee	6		
3.	Espresso Coffee (200g) equivalent to Nescafe	3		
4.	Ginger beer soft drink (24 X 330ml)	4		
5.	Cola soft drink (24 X 330ml)	2		
6.	Mango & Orange Juice (24 X 330ml)	3		
7.	Fruit Punch juice (24 X 330ml)	3		
8.	Cranberry juice (24 X 330ml)	4		
9.	Choice Assorted biscuits (200g x 10)	4		
10.	Eet Sum Mor biscuits (12 X 200g)	4		
11.	Lemon Creams biscuits (12 X 200g)	4		
12.	Cling wrap (50m x 30mm)	5		
13.	Serviettes (100 per pack)	3		
14.	Rooibos tea (3 X 500g)	4		
15.	Tag less Teabags (superior Ceylon blend) (3 X 500g)	4		
16.	Honey	4		
17.	Coffee Creamer (1kg)	3		
		SUB-TOTAL		
	Honey	VAT		
		TOTAL		

End user's contact details

Name : Thobile Ndlovu
 Telephone no.: 0313020638