



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 Short term insurance

(When) : 01 August 2023

(Where) : 1st Floor The Marine building

The estimated price for the goods/services is

NB: Allocation codes	User Section	Requisition number

Motivation / Reason:

.....
.....
.....

_____/_____/2023
Compiler /End user Signature Date

_____/_____/2023
SCMP Signature Date

_____/_____/2023
Approved (CCM) Signature Date

_____/_____/2023
Authorized (CEO) Signature Date

