



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- Amajuba District Office

(When) : 01 April 2023

(Where) : 72A Paterson street, Newcastle

The estimated price for the goods/services is

NB: Allocation codes	User Section	Requisition number

Motivation / Reason:

Signed by: Phumelele Ngcongco
~~Signed at: 2023-02-28 09:55:20 +02:00~~

Reason: Witnessing Phumelele Ngcongco

Compiler /End user

Signature

Signed by: Bhekani Richman Mncwango
Signed at: 2023-02-28 10:48:13 +02:00
Reason: Witnessing Bhekani Richman Mn

____/____/2023
Date

SCMP

Signature

Signed by: Ongeziwe Cingo
Signed at: 2023-02-28 10:50:03 +02:00
Reason: Witnessing Ongeziwe Cingo

____/____/2023
Date

Approved (CCM)

Signature

Signed by: Bheki Mbanjwa
Signed at: 2023-02-28 10:57:21 +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 : 72A PATERSON STREET , NEWCASTLE

Requisition No.	Business Unit:		Supplier		
No.	Description/ specification -	QTY Req.	Unit Price	Total Price	
	Provisioning of Cleaning- Amajuba district 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.	01			
	<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 all Doek Apron Tekkies 				
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