



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 Security Services- UGu district office

(When) : 01 April 2023

**(Where) : 145 Princess Elizabeth drive KPG bulding
Next to Nashua, Portshepstone 4040**

The estimated price for the goods/services is

NB: Allocation codes	User Section	Requisition number

Motivation / Reason:

Signed by: Phumelele Ngcongo
Signed at: 2023-03-01 11:54:04 +02:00
Reason: Witnessing Phumelele Ngcongo

Compiler /End user

Signature

Signed by: Bhekani Richman Mncwango
Signed at: 2023-03-01 12:09:59 +02:00
Reason: Witnessing Bhekani Richman Mn

____/____/2023
Date

SCMP

Signature

Signed by: Ongezwe Cingo
Signed at: 2023-03-01 14:15:59 +02:00
Reason: Witnessing Ongezwe Cingo

____/____/2023
Date

Approved (CCM)

Signature

Signed by: Bheki Mbanjwa
Signed at: 2023-03-01 21:33:49 +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 : 145 PRINCESS ELIZABETH DRIVE KPG BUILDING
NEXT TO NASHUA, PORTSHEPSTONE 4040**

Requisition No.		Business Unit:		Supplier	
No.	Description/ specification -		QTY Req.	Unit Price	Total Price
	Provisioning of Security Services- UGu district office				
1.	Request for a service provider to provide with security services at UGu district office for a period of 12 months starting from 01 april 2023 to 31 March 2024	03			
	Day shift	1			
	Night shift	1			
	Reserve	1			
	It is compulsory that the security company resides in the aforementioned district area.				
	To attach proof of residence				
	Psira Compliance Grade C				
		SUB-TOTAL			
		VAT			
		TOTAL			

End user's contact details

Name : Ms P Ngcogo

Telephone No : 031-302 0693

Services provider must provide

- Uniform
- Professionally done registers for visitors and laptops
- Monthly inspection report
- Protection equipment to their staff and inspect their staff