



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 Caseware consultant

(When) : As soon As Possible

(Where) : 1st floor Marine Building KZN Liquor Authority

The estimated price for the goods/services is

NB: Allocation codes	User Section	Requisition number

Motivation / Reason:

Sandile Mkhize

Handwritten signature of Sandile Mkhize in black ink.

Compiler /End user

Signature

Date

Bhekani Mngwango
SCMP

Signature

Date

Ongeziwe Cingo
Approved (CCM)

Signature

Date

Bheki Mbanjwa
Authorized (CEO)

Signature

Date



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

PROPOSED DELIVERY DATE : 30 April 2024
DELIVERY TIME :
DELIVERY ADDRESS : 1st Floor, 22 Dorothy Nyembe Street

Requisition No.	Business Unit:	Supplier		
No.	Description/ specification -	QTY Req.	Unit Price	Total Price
Procurement of Caseware Consultant				
1.	The service provider will be given the Trial Balance and will prepare the financial statement for the entity. Deal with any changes required by the audit on AFS until the finalisation of the audit and approval of AFS			
2.	The Service provider must have 5 – 10 years experience in Caseware preparation of AFS			
3.	The service provider must have assisted at least 03 (three) public entities in preparation of Financial statements in the last five years.			
4.				
5.				
6.				
7.				

▪ **End user's contact details**
 Name : Mr Sandile Mkhize
 Telephone No : 031-302 0662