



## 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) : 1<sup>st</sup> floor Marine Building KZN Liquor Authority**

The estimated price for the goods/services is

NB: Allocation codes	User Section	Requisition number

**Motivation / Reason:**

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Sandile Mkhize

A handwritten signature in black ink, appearing to read "Sandile Mkhize", is written over a horizontal line.

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
	<b>Procurement of Caseware Consultant</b>			
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