



## 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- UThukela district office**

**(When) : 01 April 2023**

**(Where) : 26 Princess street off Murchinson Ladysmith**  
The estimated price for the goods/services is

NB: Allocation codes	User Section	Requisition number

### Motivation / Reason:

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Signed by: Phumelele Ngcogo  
Signed at: 2023-03-01 11:55:20 +02:00  
Reason: Witnessing Phumelele Ngcogo

\_\_\_\_\_  
Compiler /End user

\_\_\_\_\_  
Signature

Signed by: Bhikani Richman Mncwango  
Signed at: 2023-03-01 12:10:53 +02:00  
Reason: Witnessing Bhikani Richman Mn

\_\_\_\_/\_\_\_\_/2023  
Date

\_\_\_\_\_  
SCMP

\_\_\_\_\_  
Signature

Signed by: Ongeziwe Cingo  
Signed at: 2023-03-01 14:16:26 +02:00  
Reason: Witnessing Ongeziwe Cingo

\_\_\_\_/\_\_\_\_/2023  
Date

\_\_\_\_\_  
Approved (CCM)

\_\_\_\_\_  
Signature

Signed by: Bheki Mbanjwa  
Signed at: 2023-03-01 21:34:08 +02:00  
Reason: Witnessing Bheki Mbanjwa

\_\_\_\_/\_\_\_\_/2023  
Date

\_\_\_\_\_  
Authorized (CEO)

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/2023  
Date



## KWAZULU-NATAL LIQUOR AUTHORITY GOODS AND SERVICES

**PROPOSED DELIVERY DATE :**  
**DELIVERY TIME :**  
**DELIVERY ADDRESS : 26 PRINCESS STREET, OFF MURCHINSON  
 LADYSMITH**

Requisition No.		Business Unit:		Supplier	
No.	Description/ specification -		QTY Req.	Unit Price	Total Price
	Provisioning of Security Services- UThukela district office				
1.	Request for a service provider to provide with security services at UThukela 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 Ngongo  
 Telephone No : 031-302 0693

### The services provider must provide

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