

REQUEST MEMO FOR GOODS/SERVICES

1. The goods/services, as reflected in the attached Annexure A, are required by this office for:

**Description : APPROVAL FOR PROCUREMENT OF A SERVICE PROVIDER:
ANNUAL REPORT 2022/2023**





(When) : 10 August 2023

**(Where) : 1st Floor, The Marine Building, Dorothy Nyembe,
Durban, 4000**

The estimated price for the goods/services is

NB: Allocation codes	User Section	SCM information
		Requisition number:

Motivation / Reason:

FAIZEL PHIRI	<small>Signed by: FAIZEL PHIRI Signed at: 2023-08-01 12:10:19 +02:00 Reason: Witnessing FAIZEL PHIRI</small> 	01/08/23
Compiler /End user	Signature <small>Signed by: Bhekani Richman Mncwango Signed at: 2023-08-01 12:18:25 +02:00 Reason: Witnessing Bhekani Richman Mn</small> 	Date
Bhekani Richman Mncwango		01/08/23
SCMP	Signature	Date
CAROL MBALI MBHELE	<small>Signed by: CAROL MBALI MBHELE Signed at: 2023-08-01 13:26:32 +02:00 Reason: Witnessing CAROL MBALI MBH</small> 	01/08/23
Approved (CCM)	Signature	Date
Bheki Mbanjwa	<small>Signed by: Bheki Mbanjwa Signed at: 2023-08-01 13:44:44 +02:00 Reason: Witnessing Bheki Mbanjwa</small> 	01/08/23
Authorized (CEO)	Signature	Date



KWAZULU-NATAL LIQUOR AUTHORITY

GOODS AND SERVICES

PROPOSED DELIVERY DATE : One (1) month from the date of appointment.
 DELIVERY TIME :
 DELIVERY ADDRESS : 22 Dorothy Nyembe, Marine Building, 1st floor, KZNLA

Requisition No.	Business Unit:	Supplier
No.	Description/ specification -	QTY Req. Unit Price Total Price
	APPROVAL FOR PROCUREMENT OF A SERVICE PROVIDER: ANNUAL REPORT 2022/2023	
	To design, layout, edit and print the Annual Report within the approved timeframe	
	The service provider will be expected to: <ul style="list-style-type: none"> ▪ Design the Report ▪ Edit and proof reading of the Report ▪ Produce draft to CEO of KZNLA for review and approval; ▪ Submit required copies of the Report within the prescribed timeframe; ▪ Submit an electronic format of the Report ▪ Retouching and optimizing of all images ▪ Development of Icons and info-graphics ▪ Supply (purchase) 10-15 tone setting (Royalty images) ▪ Development of an electronic flipbook. 	20
	Specs: A4, Full colour, section sewn, 300gsm matt on cover & 148gsm matt on inside pages, Matt laminated, foil & Spot UV, Printed quantity: 20 books, and soft copy version.	
	Timeframe: One (1) month from the date of appointment.	
	SUB-TOTAL	
	VAT	
	TOTAL	

End user's contact details

Name :
 Telephone no.: 0313020600