



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:

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

Compiler /End user

Signature

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