

Province of KwaZulu-Natal Department of Economic Development

Requisition form for Goods / Services

To
Name of Official:
Business Unit:
Tel. Number:

MANAGER: SCM
Sindiswa Mncube
IT Unit
0609693957

Requisition No.
Delivery Address
Required Delivery
Date:

2026022801

270 Jabu Ndlovu Street

REQUIRED GOODS / SERVICES (For all services/projects TOR must be attached together with the procurement strategy)

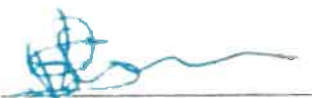
Full Description

The renewal of Microsoft Enterprise Agreement for a period of 12 months.

MOTIVATION FOR ACQUISITION:

The renewal of Microsoft Enterprise Agreement for a period of 12 months.

Official's Signature



Date: 25 February 2026

ALLOCATION OF EXPENDITURE

Funds	Voted funds
Responsibility	Corporate Services
Objective	Information Technology
Project	No Project
Net Asset	
Regional Indicator	KZN Whole Province
Item	

Budget Allocation	R
Less Expenditure	R
Less Commitments	R
Budget Available	R
Projects/Goods/Services	
Estimated Amount	R 16 983 031.04

Responsibility Manager : Sthembiso Khanyi.

Chief Director : Corporate Services

Approved / Not Approved

Responsibility Manager: Name and Rank: Mdumiseni Buthelezi – Director: IT

Signature:

Signed by Mdumiseni Buthelezi
Signed at 2026-02-25 14:36:05 +02:00
Reason I approve this document

Date: 25/02/26

Comments:

Signed by: Khayelihle Njabulo Mthethwa
Signed at 2026-02-26 20:34:41 +02:00
Reason I approve this document

26/02/26

Budget Controller:

Date:

For SCM use only

ASSET MANAGEMENT / ICT UNIT

Condition of existing asset	Obsolete/ Redundant	Irreparable (Condition report for all IT equipment required)	Satisfactory	New
Name:	Signature:	Designation:	Date:	

DEMAND SECTION

Does this appear on the procurement plan?	YES	NO	If not on procurement plan does a motivation exist	YES	NO
Name:	Signature:	Designation:	Date:		

ACQUISITION SECTION

Quotation Number.		Funding Approval	YES	NO
Name:	Signature:	Designation:	Date:	

LOGISTIC SECTION

Award Approved by:	Name:	Date:		
Order No.:	Date:	Total Cost:		
Name:	Signature:	Designation:	Date:	