

Asisi pho

FORM PA001

KwaZulu-Natal Department of Economic Development, Tourism and Environmental Affairs
Requisition form for Goods / Services

To	MANAGER: SCM	Requisition No.	2025112108
Requestor's (Official) Name:	Nonkululeko Ndhlovu	Required delivery Date:	181 Hoosen Haffeejee Street, Pietermaritzburg, 3201
Designation:		Delivery address:	
Business Unit	Auxiliary Services		
Telephone Number	033 264 2863		

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

Full Description
Request SCM: Request SCM: To Appoint Service Provider, to provide Cleaning Services at EDTEA Ministry office for a period of 6 Months.

MOTIVATION FOR ACQUISITION: In Fulfilling its Obligation to ensure a conducive and clean environment in accordance with the Occupational Health and Safety Act (85 of 1993), the Department seeks to appoint a service provider to render cleaning services to its district offices.

Requestor's (Official) Signature  Date: 18/11/2025

ALLOCATION OF EXPENDITURE

Funds	Voted
Responsibility	Auxiliary Services
Objective	Corporate Services
Project	No Project
Net Asset	Office buildings
Regional Indicator	KZN Whole Province
Item	P/P Cleaning services

Budget Allocation	R 37 350 00
Less Expenditure	R 30 157 357
Less Commitments	R -
Budget Available	R 7 192 648
Budget Estimate	R208 823.34

Approved / Not Approved

Responsibility Manager: Name: MS TR NGWENYA Rank: DIRECTOR: AUXILIARY SERVICES

Signature:  Date: 20/11/25

Comments:

Certification of funds:

Budget Controller Name: Zinhle Nsele Signature:  Date: 18/11/2025

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: <u>OPBUU</u>	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:	

KwaZulu-Natal Department of Economic Development, Tourism and Environmental Affairs
Requisition form for Goods / Services

To
 Requestor's (Official) Name: **MANAGER: SCM**
Nonkululeko Ndhlovu
 Designation:
 Business Unit: **Auxiliary Services**
 Telephone Number: **033 264 2863**

Requisition No. **2025112109**
 Required delivery Date:
 Delivery address: **217 Burger Street, Pietermaritzburg, 3201**

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

Full Description

Request SCM: Request SCM: To Appoint Service Provider, to provide Cleaning Services at EDTEA Tourism office for a period of 6 Months.

MOTIVATION FOR ACQUISITION: In Fulfilling its Obligation to ensure a conducive and clean environment in accordance with the Occupational Health and Safety Act (85 of 1993), the Department seeks to appoint a service provider to render cleaning services to its district offices.

Requestor's (Official) Signature 

Date: 18/11/2025

ALLOCATION OF EXPENDITURE

Funds	Voted
Responsibility	Auxiliary Services
Objective	Corporate Services
Project	No Project
Net Asset	Office buildings
Regional Indicator	KZN Whole Province
Item	P/P Cleaning services

Budget Allocation	R 3037 350 000
Less Expenditure	R 30 157 352
Less Commitments	R -
Budget Available	R 7 192 648
Budget Estimate	R191 559.98

Approved / Not Approved

Responsibility Manager: Name: **MS TR NGWENYA** Rank: **DIRECTOR: AUXILIARY SERVICES**

Signature:  Date: **20/11/25**

Comments:

Certification of funds:

Budget Controller Name: **Zonkie Nsele** Signature:  Date: **18/11/2025**

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: NOTABUO	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: