

Province of KwaZulu-Natal Department of Economic Development

Requisition form for Goods / Services

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

MANAGER: SCM
Duduzile Gumede
Knowledge Management
2553

Requisition No.
Delivery Address
Required Delivery
Date:

Duduzile Gumede
2022060804
270 Jabu Ndlovu PMB
June, 02 2022

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

Full Description

Request to appoint a qualified service provider to manage the subscription of digital newspapers for the MEC office and the Resource Centre according to the attached lists. This will be over a 36 months contract period, starting from the 1st of July 2022.

MOTIVATION FOR ACQUISITION:

Newspaper subscriptions for the MEC office and Resource Centre

Official's Signature

[Signature]

Date: 02/05/2022

ALLOCATION OF EXPENDITURE

Funds	Voted
Responsibility	Knowledge Management
Objective	Knowledge Management
Project	No Project
Net Asset	Non Asset <i>Related</i>
Regional Indicator	Whole Province
Item	<i>Q/P: PROF BODIES, MEMB & SUBSCR FEES</i>

Budget Allocation	R 126 000
Less Expenditure	R -
Less Commitments	R -
Budget Available	R 126 000
Projects/Goods/Services Estimated Amount	R 140000-00

Approved / Not Approved

Responsibility Manager: Name and Rank: Cosmas Hamadziripi

Chief Director: Economic Planning

Signature:

[Signature]

Date:

Comments:

Budget Controller:

[Signature]

Date: 02/06/2022

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: