

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

To
 Requestor's (Official)
 Name:
 Designation:
 Business Unit
 Telephone Number

MANAGER: SCM
Samukelisiwe Zuma

Auxiliary Services

0332642657/ 076 943 5838

Requisition No.
 Required delivery
 Date:
 Delivery address:

2023101314

251 Utrecht Street
Vryheid

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

Full Description

Request SCM to appoint a service provider who will provide cleaning services at Vryheid district office on a month to month basis, not exceeding a period of six (06) months.

MOTIVATION FOR ACQUISITION:

Requestor's (Official) Signature

Date: **09/10/2023**

ALLOCATION OF EXPENDITURE

Funds	Voted
Responsibility	Corporate Services
Objective	Auxiliary Services
Project	No project
Net Asset	Non-Asset Related
Regional Indicator	KZN whole Province
Item	P/P : CLEANING SERVICES

Budget Allocation	R 35 550 000
Less Expenditure	R
Less Commitments	R
Budget Available	R 19 054 582,81
Budget Estimate	

Approved / Not Approved

Responsibility Manager: Name: **SP Khanyo** Rank: **CD:CS**

Signature:  Date: **10/10/2023**

Comments:

Certification of funds:

Budget Controller Name: **G. NKOSI**

Signature: 

Date: **11/10/2023**

For SCM use only

ASSET MANAGEMENT / ICT UNIT

Condition of existing asset	Obsolete/ Redundant	Irrepairable (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:	Total Cost:	
Order No.:		Date:		
Name:	Signature:	Designation:	Date:	