

Province of KwaZulu-Natal Department of Economic Development

Requisition form for Goods / Services

To	MANAGER: SCM		
Name of Official:	Nonkululeko Ndhlovu	Requisition No.	270 JABU NDLOVU STREET, PMB
Business Unit:	Auxiliary services	Delivery Address	
Tel. Number:	033 264 2863	Required Delivery Date:	

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

Full Description	
Request SCM:	
	MFPC 6
	To Appoint a Service Provider, to supply and maintain (Leasing) multifunctional copier machine at Finance Room 151.6 for the period of 36 months, Through transversal contract RT3-2022.

MOTIVATION FOR ACQUISITION:

The copier machine is a vital need for all offices environment and it helps with the effectiveness, efficiency and productivity of work

Official's Signature  Date: 25/07/24

ALLOCATION OF EXPENDITURE

Funds	Voted
Responsibility	Auxiliary services
Objective	Corporate services
Project	No project
Net Asset	Office equipment
Regional Indicator	KZN EDTEA
Item	Operating leases: other Mach & equip

Budget Allocation	R42 000 000
Less Expenditure	R10 447 444 38
Less Commitments	R
Budget Available	R31 552 555 62
Projects/Goods/Services	R
Estimated Amount	350 000,00

Approved / Not Approved

Responsibility Manager: Name and Rank: Shgwanya

Signature:  Date: 5/8/24

Comments: _____

Budget Controller: G. NKOSI  Date: 29/07/2024

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>Nozibele</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: