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Briqing

on

14-05-2024

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FORM PA001

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
Zama Dlomo
Auxiliary Services
076 943 2628

Requisition No.
 Required delivery
 Date:
 Delivery address:

2026040101
8 Warwick Road, Cascades,
Pietermaritzburg

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 Ground Maintenance at uMgungundlovu District office for the period of 3 Months.

MOTIVATION FOR ACQUISITION:

Requestor's (Official) Signature

Date: 2026-05-26

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 Gardening Services

Budget Allocation	R 700 000
Less Expenditure	R -
Less Commitments	R -
Budget Available	R 700 000
Budget Estimate	R80 005.50

Approved / Not Approved

Responsibility Manager: Name: T. NGWENA Rank: DIRECTOR: AUXILIARY

Signature: Date: 26/3/26

Comments:

Certification of funds:

Signed by: Khayelile Njibulo Mthethwa
 Signed at: 2026-03-31 06:06:23 +02:00
 Reason: I approve this document

Budget Controller Name: MR K MTHETHWA

Signature:

Date: 31/03/26

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:
Order No.:	Date:	Total Cost:
Name:	Signature:	Designation:
		Date: