

Province of KwaZulu-Natal Department of Economic Development
Requisition form for Goods / Services

FORM PA001

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

MANAGER: SCM
Nonkululeko Ndhlovu
Auxiliary services
033 264 2703

Requisition No.
Delivery Address
Required Delivery
Date:

2022 0808 07
270 Jabu Ndlovu Street, PMB

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

Full Description

Request SCM:

- To Appoint Service Provider, to supply and maintain multifunctional photocopier machine at Finance office, through transversal contract RT3-2022 for the period of 36 months.

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: 05/08/22

ALLOCATION OF EXPENDITURE

Funds	voted
Responsibility	Auxiliary services
Objective	Corporate services
Project	No project
Net Asset	NON ASSET RELATED
Regional Indicator	KZN EDTEA
Item	OPERATING LEASES: OTH MACH & ERP

Budget Allocation	R 32 000 000
Less Expenditure	R (13 028 213,32)
Less Commitments	R -
Budget Available	R 24 971 786,68
Projects/Goods/Services	R + 418 678,92
Estimated Amount	- 250 000

Approved / Not Approved

Responsibility Manager: Name and Rank:

N.P. Kunene : Act - Director

Signature:

Date:

Comments:

Budget Controller:



Date: 05/08/2022

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: