

Province of KwaZulu-Natal Department of Economic Development

Requisition form for Goods / Services

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

MANAGER: SCM
Nonkululeko Ndhlovu
Auxiliary services
033 264 2863

Requisition No.
Delivery Address
Required Delivery
Date:

202407151513
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:

- MFPLC**
- To Appoint a Service Provider, to supply and maintain (Leasing) multifunctional copier machine at Economic Planning ground floor 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: **10/07/24**

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	R 42 000 000.00
Less Expenditure	R 10 447 494.38
Less Commitments	R
Budget Available	R 31 552 555.62
Projects/Goods/Services	R
Estimated Amount	418 078-92

Approved / Not Approved

Responsibility Manager: Name and Rank: **T. NGWENTA - DIRECTOR AUX.**

Signature:

Date: **11/7/2024**

Comments:

Budget Controller: **Nolwazi Ndlovu**

Date: **12-07-2024**

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:	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: