

Province of KwaZulu-Natal Department of Economic Development

Requisition form for Goods / Services

To
Name of Official: **MANAGER: SCM**
Business Unit: **Nonkululeko Ndhlovu**
Tel. Number: **Auxiliary services**
033 264 2863

Requisition No.
Delivery Address
Required Delivery Date:

202407152909
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:	
	MFPL6
	Handwritten: 401
To Appoint a Service Provider, to supply and maintain (Leasing) multifunctional copier machine at Entity office Second 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
Less Expenditure	R (10 447 444,31)
Less Commitments	R
Budget Available	R 31 552 555,68
Projects/Goods/Services	R
Estimated Amount	418 678-92

Approved / Not Approved

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

Signature: Date: 11/7/2024

Comments: _____

Budget Controller: Andisa Chiti 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:	