

KwaZulu-Natal Department of Economic Development, Tourism and Environmental Affairs
Requisition form for Goods / Services

To	MANAGER: SCM	Requisition No.	20250800601 2025080601
Requestor's (Official) Name:	Naledi Mapaila	Required delivery Date:	30 August 2025
Designation:	Secretary	Delivery address:	270 Jabu Ndlovu Street
Business Unit	Small Business Development (Area 1)		Pietermaritzburg 3201
Telephone Number	083 3361363		

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

Full Description

This is a request for deviation from normal SCM processes to appointment 1-KZN TV to promote Small Business Enterprises in the Province of KwaZulu- Natal to enable them to access the market for the period of three months.

MOTIVATION FOR ACQUISITION:

The purpose of this requisition is to procure new office equipment to replace non-functioning furniture for Small Business Development directors, ensuring they have a functional and working space to perform their duties effectively.

Requestor's (Official) Signature: 

Date: 04 August 2025

ALLOCATION OF EXPENDITURE

Funds Responsibility	Voted Funds Small Business Development (Area 1)
Objective	Enterprise Development
Project	No Project
Net Asset	Non-Asset Related
Regional Indicator	KZN Whole Province
Item	Advertising Marketing
Infrastructure	Non-Infrastructure S/A Cur

Budget Allocation	R 869 000
Less Expenditure	R -
Less Commitments	R -
Budget Available	R 869 000
Budget Estimate	R 868 250.00

Approved / Not Approved

Responsibility Manager: Name: Chris Mtshali

Rank: Chief Director

Signature:

Signed by: Thulani Christopher Mtshali
Signed at: 2025-08-06 15:18:18 +02:00
Reason: I approve this document

Date: 06 August 2025

Comments:

Thulani Christopher Mtshali

Certification of funds:

Budget Controller Name: Zinhle Ndele

Signature: 

Date: 06/08/2025

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