

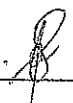
KwaZulu-Natal Department of Economic Development, Tourism and Environmental Affairs
Requisition form for Goods / Services

To	MANAGER: SCM	Requisition No.	2023101308
Requestor's (Official) Name:	Samukelisiwe Zuma	Required delivery Date:	
Designation:	Auxiliary Services	Delivery address:	181 Berg Street Pietermaritzburg
Business Unit			
Telephone Number	0332642657/ 076 943 5838		

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 cleaning services at Ministry district office on a month to month basis, not exceeding a period of six (06) months.

MOTIVATION FOR ACQUISITION:

Requestor's (Official) Signature:  Date: 09/10/2023

ALLOCATION OF EXPENDITURE

ands	Voted
Responsibility	Corporate Services
Objective	Auxiliary Services
Project	No project
Net Asset	Non-Asset Related
Regional Indicator	KZN whole Province
Item	P/P: <i>Cleaning Services</i>

Budget Allocation	R 35 550 000
Less Expenditure	R
Less Commitments	R
Budget Available	R19 054 582 81
Budget Estimate	

Approved / Not Approved

Responsibility Manager: Name: SP Kuany Rank: CSIC

Signature:  Date: 10/10/2023

Comments:

Certification of funds:

Budget Controller Name: G. Mkwisi Signature:  Date: 11/10/2023

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 - <i>SEN BONKA</i>					
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:		