

Province of KwaZulu Natal Department of Economic Development

Requisition form for Goods / Services

To
Name of Official
Business Unit:
Tel. Number:

MANAGER: SCM
Zama Mtembu
Environmental Management
066 054 2100

Requisition No.
Delivery Address
Required Delivery
Date:

2023 09 3001
Multiple locations in KZN
As soon as possible

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

Full Description
Purchase and installation of 12 air conditioners, temperature and humidity probes, 6 power cut off modules
(See Annexure A for details)

MOTIVATION FOR ACQUISITION :

See HoD attachment

Official's Signature

Date:

06 October 2023

ALLOCATION OF EXPENDITURE

Funds	Voted
Responsibility	Air Quality Management
Objective	Enviro Quality Management
Project	Non-Project BASELINE AIR QUALITY MON.
Net Asset	ASSET (Meteorological Equipment) FIX INDIVID & MOVABLE AIR CONDIT
Regional Indicator	WHOLE KZN
Item	Other machinery & equipment

Budget Allocation	R 500 000
Less Expenditure	R
Less Commitments	R
Budget Available	R 500 000
Projects/Goods/Services Estimated Amount	R 500 000

Approved / ~~Not Approved~~

Responsibility Manager Name and Rank Mr Sabelo Ngcobo

Signature:

Date:

06/10/2023

Comments:

Budget Controller:

Date: **19/10/2023**

For SCM use only

ASSET MANAGEMENT / ICT UNIT

Condition of existing ass	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 ex	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: