FORM PA001

Province of KwaZulu-Natal Department of Economic Development
Requisition form for Goods / Services

To	MANAGER: SCM		20240806924
Name of Official:	Nonkululeko Ndhlovu	Requisition No.	270 JABU NDLOVU STREET, PMB
Business Unit:	Auxiliary services	Delivery Address	
Tel. Number:	033 264 2863	Required Delivery Date:	

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

Full Description
Request SCM: MFPC 6 - To Appoint a Service Provider, to supply and maintain (Leasing) multifunctional copier machine at Finance 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:** 25/07/24

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 (10 447 444,38)
Less Commitments	R
Budget Available	R 31 552 555,62
Projects/Goods/Services Estimated Amount	R 350 000-00

Approved / Not Approved

Responsibility Manager: Name and Rank: Ngwenya

Signature: _____ **Date:** 5/8/24

Comments: _____

Budget Controller: Audisa Gili **Date:** 29/07/2024

For SCM use only

ASSET MANAGEMENT / ICT UNIT				
Condition of existing asset	Obsolete/ Redundant	Irrepairable (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: Nzibele		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: