

Province of KwaZulu-Natal Department of Economic Development

Requisition form for Goods / Services

To
Name of Official:
Business Unit:
Tel. Number:

MANAGER: SCM
Nonkululeko Ndhlovu
Auxiliary services
033 264 2703

Requisition No.
Delivery Address
Required Delivery
Date:

2022080803
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:

- To Appoint Service Provider, to supply and maintain multifunctional photocopier machine at Risk and Integrity Management office, through transversal contract RT3-2022 for the period of 36 months.

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: 05/08/22

ALLOCATION OF EXPENDITURE

Funds	voted
Responsibility	Auxiliary services
Objective	Corporate services
Project	No project
Net Asset	NON - ASSET RELATED
Regional Indicator	KZN EDTEA
Item	OPERATING LEASE: OTHER MACH BIERP

Budget Allocation	R 38 000 000
Less Expenditure	R (13 020 213,32)
Less Commitments	R -
Budget Available	R 24 971 786,68
Projects/Goods/Services Estimated Amount	R 418 678.92 + 250 000

Approved / Not Approved

Responsibility Manager: Name and Rank:

N. R. Kunene: Acting Dir

Signature:



Date:

Comments:

Budget Controller:

T. M. M. M. M.

Date: 05/08/2022

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: