

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

To	MANAGER: SCM	Requisition No.	2025/03/18 2025031802
Requestor's (Official) Name:	Nosipho Zondi	Required delivery Date:	30/03/2025
Designation:	Tourism Registration Officer	Delivery address:	217 Burger Street Calder House Building Pietermaritzburg 3201
Business Unit	Tourism Growth and Development		
Telephone Number	033 264 9321/ 066 142 4825		

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

Full Description: Deviation to procure Namebadges from Name Badge Manufacturing cc with an amount of R 100 000 (inclusive of Vat) as a single source supplier for the procurement of Tourist Guides name badges for the period of three (03) years (March 2025 – April 2028).

Specification: Gold Badge, 6 Colors Silkscreen Print, Names & Numbers Engraved, Resin Coating, Magnet Fitting, 65x30mm Oval Shaped.

MOTIVATION FOR ACQUISITION:

Name badges are a requirement for all Tourist Guides registered with the Department as per the Tourism Act No 3 of 2014.

Requestor's (Official) Signature *Nosipho Zondi*

Date: 13/03/2025

ALLOCATION OF EXPENDITURE

Funds	Voted Fund
Responsibility	Tourism Growth & Development
Objective	Tourism Growth & Development
Project	No Project
Net Asset	Non-Asset Related
Regional Indicator	Dc22 Umgungundlovu Dist Mun
Item	Cons Supplies: Nametags

Budget Allocation	R20 000.00 R25 000.00
Less Expenditure	R0.00
Less Commitments	R0.00
Budget Available	R 20 000.00 R25 000.00
Budget Estimate	R 10 000.00

Approved / Not Approved

Responsibility Manager: Name: *Nosipho Zondi* Rank: ACD

Signature: *Nosipho Zondi* Date: 13/03/2025

Comments: _____

Justification of funds:

Budget Controller Name: *K. Gumede* Signature: *K. Gumede* Date: 13/03/2025

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

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: