

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

To Requestor's (Official) Name:	MANAGER: SCM Nonkululeko Ndhlovu	Requisition No.	2026032003
Designation:		Required delivery Date:	26 Beaconsfield Street, Dundee
Business Unit	Auxiliary Services	Delivery address:	
Telephone Number	033 264 2863		

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 provide cleaning services at EDTEA uMzinyathi District office for a period of 3 Months.

MOTIVATION FOR ACQUISITION:

Requestor's (Official) Signature:  Date: 16/03/2026

ALLOCATION OF EXPENDITURE

Funds	Voted
Responsibility	Auxiliary Services
Objective	Corporate Services
Project	No Project
Net Asset	Office Buildings
Regional Indicator	KZN Whole Province
Item	P/P Cleaning Service

Budget Allocation	R 9 000 000
Less Expenditure	R -
Less Commitments	R -
Budget Available	R 9 000 000
Budget Estimate	R 101 592.35

2026/2027 Budget

Approved / Not Approved

Responsibility Manager: Name: T. NGWENYA Rank: Director: Aux

Signature:  Date: 16/03/2026

Comments:

Certification of funds:

Signed by: Khayelise Njabulo Mthethwa
Signed at: 2026-03-18 22:23:49 +02:00
Reason: I approve this document

Budget Controller Name: MR K MTHETHWA Signature:  Date: 18/03/26

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:		