

Province of KwaZulu-Natal Department of Economic Development

Requisition form for Goods / Services

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

MANAGER: SCM
Zama Dlomo
Auxiliary services
076 943 2628

Requisition No.
Delivery Address
Required Delivery
Date:

2023111805
333 Anton Lembede Street Durban

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

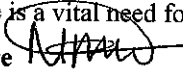
Full Description

Request SCM:

- To Appoint a Service Provider, to supply and maintain (Leasing) multifunctional copier machine at 33 Anton lembede street (RASET) for the period of 36 months, 10000 copies per month and colour copies 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: 08/11/2023

ALLOCATION OF EXPENDITURE

Funds	voted
Responsibility	Auxiliary services
Objective	Corporate services
Project	No project
Net Asset	office equipment
Regional Indicator	KZN EDTEA
Item	office equipment

Budget Allocation	R 1 349 636
Less Expenditure	R 549 636
Less Commitments	R
Budget Available	R 800 000
Projects/Goods/Services	R 300 000.00
Estimated Amount	

Approved / Not Approved

Responsibility Manager: Name and Rank:

Signature: 

Date: 8/11/2023

Comments:

Budget Controller: G. NKOSI

Date: 10/11/2023

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: