

FORM PA001

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

To
 Requestor's (Official)
 Name:
 Designation:
 Business Unit
 Telephone Number

MANAGER: SCM
Zama Dlomo
Auxiliary Services
076 943 2628

Requisition No.
 Required delivery
 Date:
 Delivery address:

2026032001
73 Murchison Street
Ladysmith

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 who will provide cleaning services at uThukela district office for a period of three (03) months.

MOTIVATION FOR ACQUISITION:

Requestor's (Official) Signature 

Date: 16/03/26

ALLOCATION OF EXPENDITURE

Funds	Voted
Responsibility	Corporate Services
Objective	Auxiliary Services
Project	No project
Net Asset	Non-Asset Related
Regional Indicator	KZN whole Province
Item	P/P Cleaning Services

Budget Allocation	R 9 000 000
Less Expenditure	R -
Less Commitments	R -
Budget Available	R 9 000 000
Budget Estimate	R98 524.30

26/03/27 124961

Approved / Not Approved

Responsibility Manager: Name: 

Rank: Director

Signature: 

Date: 16/03/2026

Comments:

Certification of funds:

Budget Controller Name: MR K MTHETHWA

Signature: 

Date: 18/03/26

Signed by: Khayelile Njabulo Mthethwa
 Signed at: 2026-03-18 22:24:25 +02:00
 Reason: I approve this document

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.:		Total Cost:	
Name:	Signature:	Designation:	Date: