

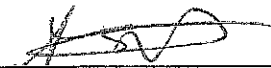
KwaZulu-Natal Department of Economic Development, Tourism and Environmental Affairs
Requisition form for Goods / Services

To	MANAGER: SCM	Requisition No.	202308140701
Requestor's (Official) Name:	Sthembiso Khanyi	Required delivery Date:	1 October 2023
Designation:	Chief Director: Security	Delivery address:	ERF 60 Mzolozolo Avenue, Mkuze, 3969
Business Unit	Corporate Services		
Telephone Number			

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

Full Description
Request for provision of physical security for the Umkhanyakude (Mkuze) district office for a period of 4 months as per the attached TOR.

MOTIVATION FOR ACQUISITION: Request for physical security for the Umkhanyakude (Mkuze) district office for a period of 8 months as per the attached TOR.

Requestor's (Official) Signature  Date: _____

ALLOCATION OF EXPENDITURE

Funds	Unoted
Responsibility	Auxiliary Services
Objective	Corporate Services
Project	No Project
Net Asset	Non-Asset Related
Regional Indicator	KZN Whole Province
Item	P/P: Safeguard & Security

Budget Allocation	R 3555 000.00
Less Expenditure	R 9756 584.27
Less Commitments	R
Budget Available	R 25 793 415.73
Budget Estimate	R 329 941.44

Approved / Not ☒ Approved

Responsibility Manager: Name: SP Kanyu Rank: CD:CS

Signature:  Date: 30/8/2023

Comments: _____

Justification of funds:

Budget Controller Name: K. Gumede Signature:  Date: 30/08/2023

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:	