

Province of KwaZulu-Natal Department of Economic Development Requisition form for Goods / Services

To Name of Official:	MANAGER: SCM Nonkululeko Ndhlovu	Requisition No.	2024 08 09 23 ERF 1163, Velden vlei south exit 3, 7 aloe loop street, Richards bay
Business Unit:	Auxiliary services	Delivery Address	
Tel. Number:	033 264 2863	Required Delivery Date:	

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

Full Description

Request SCM:

- MFPC b
- To Appoint a Service Provider, to supply and maintain (Leasing) multifunctional copier machine at Richards bay Enviro, for the period of 36 months, 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: 25/07/24

ALLOCATION OF EXPENDITURE

Funds	Voted
Responsibility	Auxiliary services
Objective	Corporate services
Project	No project
Net Asset	Office equipment
Regional Indicator	KZN EDTEA
Item	Operating leases: other Mach & equip

Budget Allocation	R 42000 000.00
Less Expenditure	R 10447 444.38
Less Commitments	R
Budget Available	R 31552 555.62
Projects/Goods/Services Estimated Amount	R 550 000.00

Approved / Not Approved

Responsibility Manager: Name and Rank: Thgwanya

Signature: Date: 5/8/24

Comments:

Budget Controller: K. Gumede Date: 29/07/2024

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: <u>Nzubele</u>	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: