

Ntsepi

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

Sthembiso Khanyi

Chief Director: Security

Corporate Services

Requisition No.

Required delivery

Date:

Delivery address:

202308140901

1 October 2023

43 Harding Street, Newcastle.

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 Amajuba district office for a period of 4 months as per the attached TOR.

MOTIVATION FOR ACQUISITION: Request for physical security for the Amajuba district office for a period of 4 months as per the attached TOR.

Requestor's (Official) Signature

Date:

LOCATION OF EXPENDITURE

Funds	Unstated
Responsibility	Auxiliary Services
Objective	Corporate Services
Project	NO Project
Net Asset	Non- Asset Related
Regional Indicator	K.Z.N Whole Province
Item	PIP: SAFEGUARD & SECURITY

Budget Allocation	R 35550 000 .00
Less Expenditure	R 9756 584.27
Less Commitments	R
Budget Available	R 25793415.73
Budget Estimate	R440431, 88

Approved / Not ☒ Approved

Responsibility Manager: Name:

Rank:

Signature:

Date:

Comments:

Certification of funds:

Budget Controller Name:

Signature:

Date:

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: