

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

To **MANAGER: SCM**
 Requestor's (Official) Name: **Nompumelelo Dlamini**
 Designation: **Assistant Director**
 Business Unit: **Tourism Growth and Development**
 Telephone Number: **066 054 1873**

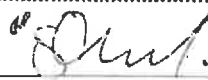
Requisition No. **2026/01 2026 012602**
 Required delivery Date: **01/02/2026**
 Delivery address: **UThukela District, R 600 Winterton**

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

Request to procure services of Gravitas Media SA to publish on their billboard the advertisement for the Tourist Guides compliance requirements and sensitising visitors and employers to utilise services of compliant Tourist Guides in the Central Drakensberg Region under uThukela District Municipality as per the Tourism Act no 3 of 2014, through a deviation from normal SCM procurement process and utilize a single-sourced quotation for a period of three (3) months.

MOTIVATION FOR ACQUISITION:

The use of print media has been identified as an effective tool due to its tangible nature, reduced digital distractions, and stronger engagement with the target audience. This involves driving special focus within the tourism sector to foster awareness among the public and visitors of the importance of utilizing the services of registered Tourist Guides, ensuring compliance with current legislation.

Requestor's (Official) Signature 

Date: 23/01/2026

ALLOCATION OF EXPENDITURE

Funds	Voted Fund
Responsibility	Tourism Growth & Development
Objective	Tourism Growth & Development
Project	No Project
Net Asset	Non-Asset Related
Regional Indicator	KZN Whole Province
Item	Advertising : <i>Marketing</i>

Budget Allocation	R 135 000.00
Less Expenditure	R -
Less Commitments	R -
Budget Available	R 135 000.00
Budget Estimate	R 135 000.00

Approved / Not Approved

Peggy Dlamini

Acting Director : Tourism Growth

Responsibility Manager: Name:

Rank:

Signed by: THULISILE PEGGY DLAMINI
 Signed at: 2026-01-23 09:12:06 +02:00
 Reason: I approve this document

Signature: 

Date: 23/01/26

Comments:

Certification of funds:

Budget Controller Name: Zinhe Nsele

Signature: 

Date: 23/01/2026

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 the 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: