

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:

202308140601

1 October 2023

Durban Bay House, 333 Anton Lembede
Street, Durban

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 Bulk Buying Office for a period of 4 months as per the attached TOR.

MOTIVATION FOR ACQUISITION: Request for physical security for the Bulk Buying office for a period of 8 months as per the attached TOR.

Requestor's (Official) Signature

Date:

LOCATION OF EXPENDITURE

Funds	Voted
Responsibility	Administrative Services
Objective	Corporate Services
Project	No Project
Net Asset	Non-Asset Related
Regional Indicator	R.Z.N Whole Provinces
Item	P/P: safeguard & security

Budget Allocation	R 35 550 000.00
Less Expenditure	R 9 756 584.27
Less Commitments	R
Budget Available	R 25 793 415.73
Budget Estimate	R 369 652.36

Approved / Not Approved

Responsibility Manager: Name:

Rank:

Signature:

Date:

Comments:

Certification of funds:

Net Controller Name:

Signature:

Date: 30/08/2023

For SCM use only

ASSET MANAGEMENT / ICT UNIT

Condition of existing asset	Obsolete/ Redundant	Irrepairable (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: