

Province of KwaZulu-Natal Department of Economic Development

Requisition form for Goods / Services

To	MANAGER: SCM		
Name of Official:	Nonkululeko Ndhlovu	Requisition No.	2022080801
Business Unit:	Auxiliary services	Delivery Address	270 Jabu Ndlovu Street, PMB
Tel. Number:	033 264 2703	Required Delivery Date:	

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

Full Description Request SCM: - To Appoint Service Provider, to supply and maintain multifunctional photocopier machine at telecommunication office(G06 passage), through transversal contract RT3-2022 for the period of 36 months.

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

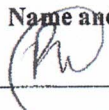
Official's Signature:  Date: 05/08/22

ALLOCATION OF EXPENDITURE

Funds	voted		
Responsibility	Auxiliary services	Budget Allocation	R 38 000 000
Objective	Corporate services	Less Expenditure	R (13 028 213,35)
Project	No project	Less Commitments	R
Net Asset	NON-ASSET RELATED	Budget Available	R 24 971 786,65
Regional Indicator	KZN EDTEA	Projects/Goods/Services	R 418 678,92
Item	OPERATIONAL LEASES: OTHER MACH & EGP	Estimated Amount	+ 250 000

Approved / Not Approved

Responsibility Manager: Name and Rank: N.P. Kurene: Act. Dir

Signature:  Date: _____

Comments: _____

Budget Controller: K. Mkhize Date: 05/08/2022

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: