



edtea

Department:
Economic Development, Tourism and
Environmental Affairs
PROVINCE OF KWAZULU-NATAL

F001

Requisition form for Goods / Services

To

Name of Official:

Business Unit:

Tel. Number:

MANAGER: SCM

Lindokuhle Gwala

Auxiliary Services

2884 2844

Requisition No.

Delivery Address

Required Delivery

Date:

2021092806

270 Jabu Ndlovu Street

PMB

22 September 2021

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

Full Description

Request to change light bulb LED tubes at Head Office, Cascade, Tourism, Ministry and Durban District offices when needed.

MOTIVATION FOR ACQUISITION: Request to change light bulb at Head Office, Cascade, Tourism and Durban District offices when needed. It must be a period of 12 months

Official's Signature

Date:

ALLOCATION OF EXPENDITURE

Funds	Voted funds
Responsibility	AUXILLARY SERVICES
Objective	CORPORATE SERVICES
Project	No Project
Net Asset	NON-ASSETS RELATED
Regional Indicator	DC22 UMGUNGUNDLOVU DIST MUN

Budget Allocation	R 900 000
Less Expenditure	R -
Less Commitments	R -
Budget Available	R 900 000

Item: CONS HOUSE SUP: TUBELIGHT & LIGHT BULB
INFR: NON INFR: S/H: CUR

Approved / Not-Approved

Responsibility Manager: Name and Rank:

Signature:

Date:

Comments:

Budget Controller:

Date:

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: