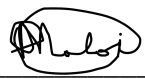
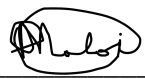
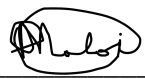




REQUEST FOR SERVICE SCM



1. PURPOSE:				
The purpose of this submission is to request approval from the Head of Department HOD (Delegated authority for this transaction) to request service from Supply Chain Management (SCM) for the procurement of SUPPLY AND DELIVER OF VARIOUS TOOLS AND EQUIPMENTS in PORT ELIZABETH STATION				
2. Confirm if the requirement on the PRASA Annual Procurement Plan				
YES				
3. BACKGROUND <i>[Provide a brief description of the goods / service / works required and the reason for the acquisition]</i>				
Technical team has been hamstrung by the lack of tools of trade for a very long time. Electrical and General building maintenance is suffering because even simple operations cannot take place.				
4. DISCUSSION POINTS <i>[Indicate reasons why these services / goods / works require the appointment of a Supplier / Service Provider / Consultant etc.]</i>				
A service provider is required to provide the Service because it specialises with electrical and general building tools and equipment.				
3.1. Specification / scope of work / Terms of Reference				
The scope of work is attached as Annexure A				
3.2. Explain the risk / impact if the acquisition of the above-mentioned goods / services / works is not approved				
Unavailability of tools and equipment compromises day to day maintenance plans and simple operations cannot be completed.				
5. FINANCIAL IMPLICATIONS				
The estimated cost of goods / services / works will be R1 000 000 including VAT.				
6. BUDGET IMPLICATIONS <i>[Cost centre owner to confirm budget availability]</i>				
The goods / services / works are budgeted for under cost centre 680009/2.6. EC.22.031-02-01-001 Budget 20/21 R 1 000 000.00				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">  _____ Signature </td> <td style="width: 50%; border: none;"> _____ Name </td> </tr> <tr> <td style="border: none;"> Designation: <u>Assistant Manager Capex Budgets & Rep</u> </td> <td style="border: none;"> Date: <u>18 November 2021</u> </td> </tr> </table>	 _____ Signature	_____ Name	Designation: <u>Assistant Manager Capex Budgets & Rep</u>	Date: <u>18 November 2021</u>
 _____ Signature	_____ Name			
Designation: <u>Assistant Manager Capex Budgets & Rep</u>	Date: <u>18 November 2021</u>			
7. BUDGET CONFIRMATION <i>[Finance Manager/ Cost Accountant to confirm budget availability]</i>				



The goods / services / works are budgeted for under cost centre **680009/2.6. EC.22.031-02-01-001**

S. Lubelwana

18/11/2021

Signature

Name

Designation: Finance Manager

Date: 18/11/2021

8. RECOMMENDATION

It is recommended that the **HOD** approves the request for services to acquire goods / services / works **ATTACHED ANNEXURE A.**

COMPILED BY:

RECOMMENDED / NOT RECOMMENDED BY:

Bongfer

Signature

Name: B. Mpongwana

Designation: Senior Engineering Technician

18/11/2021

Date

gmndandani PP

Signature

Name: M. Losi

Designation: Technical Superintendent

18/11/2021

Date

APPROVED / NOT APPROVED BY:

gmndandani

Signature

Name: G. Ndandani

Designation: FM HOD

18/11/2021

Date