

Service Request Form–Rwanda CO

Date of Service Application: 12/06/2019 From (Requesting Unit): ICT/

Project Officer/Analyst: Head of Unit: Fidele Habimana.
(Insert: Name & Signature)

RR/CD/DCD Approval: Roselyn Sinemani – DCD/O

Subject: Application for Services to be provided by UNDP

In accordance with UNDP requirements, we hereby request UNDP to provide the following services below:

Project Number & Project Title:	<u>.....</u>
Detailed Description of Goods or Services required (Note: Add separate attachment if more description space is required. Also Add support docs, e.g. TORs, etc.):	Request for service to purchase 3 laptops for Accelerator Lab and 3 laptops for UNDP Staff <u>.....</u>
Requisition ID (if applicable): If Agencies: Number of Financial Authorization	<u>.....</u>

Distribution of the Estimated Costs – COAs to charge:

Project	Dptment ID	Activity	Donor	Fund Code	Impl Agent	Account	Currency RWF
UNDP management budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 6,300
Accelerator Lab (COA)							5,700

Certification: An official responsible for authorization hereby certifies:

- i) That this request is made in accordance with the project document and the Annual Work Plan (AWP);
- ii) That there are sufficient funds in the project budget to cover the cost of the activity and the cost for providing implementation support services (cost recovery charges).

Note to the Project Manager: This **Signed form** must be sent with all relevant supporting documentation to the Unit where Services are requested from. The Unit has the authority to ask for additional missing support documentation as needed.