

MEMORANDUM

TO: Acquisition Management Sub-Directorate

FROM: _____

REF: _____

SUBJECT: AUTHORITY TO RELEASE GUARANTEE

WIMS No : _____

Tender No : _____

Service Description : _____

Contractor : _____

Address : _____

Guarantor : _____

Address : _____

The guarantee must be released.

**Departmental
Quantity Surveyor/Engineer**

Date