



KZN PublicWorks

*Department:
Public Works*

PROVINCE OF KWAZULU-NATAL

..... Office
Private Bag X
.....
Tel: (....)
Fax: (....)
Email:
Enquiries:
Ref:
Date:

Name and Postal Address of Contractor

Sirs

PENALTY FOR DELAY : SERVICE: ZNQ _____ W _____

The completion date provided for in the Quotation Document for the above service has been exceeded by _____ calendar days.

You are therefore subject to a penalty of R _____ (excluding Value Added Tax) for the delay on the contract.

You are to ensure, in future, that contracts are completed within the specified periods.

Yours faithfully

HEAD : PUBLIC WORKS

Project Manager :

Consultant Quantity Surveyor: *(if Applicable)*

Consultant Civil / Structural Engineer: *(if Applicable)*

Consultant Electrical / Mechanical Engineer *(if Applicable)*

Liaison Architect : *(if Applicable)*

Liaison Quantity Surveyor : *(if Applicable)*

Liaison Civil / Structural Engineer : *(if Applicable)*

Liaison Electrical / Mechanical Engineer : *(if Applicable)*

Projects Programme Manager :

District Head:

Pre-Bid and Adjudications Division:

Performance and Compliance Sub-directorate (Head Office):