

## KZN DEPARTMENT OF PUBLIC WORKS CONTRACT COMPLETION REPORT

### TO: Procurement And Post-Bid Division

A. Service: ZNT.....W / ZNQ.....W : City/Place/Town/ Name Of Institution: Service Description

Contractor: .....

Resp. .... Obj. .... Item .... Minor Item .....

Contract Sum: R ..... Construction Period.....months

Contract Commencement Date: .....

Site Handover Date: .....

B. Extensions to the Contract Period granted: ..... days.

(1) Letter Ref.: ..... dated .....

Reason(s) for extension was / were .....

(2) Letter Ref.: ..... dated .....

Reason(s) for extension was / were .....

(3) Letter Ref.: ..... dated .....

Reason(s) for extension was / were .....

Revised date for Completion: .....

Actual date of Completion (First Delivery):.....

NET DELAY:..... days.

### C. Penalty

In terms of the Contract a penalty of \_\_\_\_\_R\_\_\_\_\_per day is applicable for the net delay period as above. A penalty of R ..... for the net delay of ..... days must be imposed and the Contractor must be notified, in writing, of the decision and warned what action could be taken against the Contractor.

Please ensure that details of penalty imposed are recorded on WIMS. Please draw a report on the number of and details of previous occasions when penalties have been imposed by separate ..... sheet.

.....  
Signature Date Consultant / Project Manager

### D. Regional Manager

It is / It is not recommended the SCM Component of KZN Treasury be approached to have the Contractor barred from tendering on future work for the Province for a period of ... months/ years. The CIDB is to be informed of the case as well.

Comments: .....

.....  
Signature Rank Date

**Procurement and Post-Bid  
Division**

AGREED/NOT AGREED

Reasons, if not agreed: .....

.....

\_\_\_\_\_  
**Regional Manager**

\_\_\_\_\_  
**Date**

NB: Update WIMS - WG03PU and WG07U  
Complete in duplicate