

DEPARTMENT OF PUBLIC WORKS

DEPARTMENTAL OFFICIAL – FINAL ACCOUNT CHECKLIST
CONTRACT ENTERED INTO BY WAY OF QUOTATIONS

SERVICE DESCRIPTION: ZNQ.....
.....

I report as follows:-

1. ☐ Comparison of Costs is included in the Final Account.
2. ☐ A copy of the letter addressed to the Contractor, in which notification of the

☐ contract award,
☐ the contract sum, R
☐ and the contract commencement date i.e.

were communicated, is **included** in the Final Account.
 ☐ Yes
☐ No
3. ☐ The original Contract Sum reflected on the Final Statement corresponds with the authorised amount for which the contract was awarded.
 ☐ Yes
☐ No
4. ☐ Copy of the Department letter confirming completion is included in the Final account
 ☐ Yes
☐ No
5. ☐ Does the Final Cost exceed the Authorised Official Tender Evaluation Committee Approved Contract Value?
 ☐ Yes
☐ No

If yes, by what percentage difference
6. ☐ (i) An application for additional funds was made and has been approved.
 ☐ Yes
☐ No

(ii) Copy of application is attached
 ☐ Yes
☐ No
7. ☐ All Variation Orders included in the Final Account were authorised by a competent person in the Department and the Variation Orders are reflected on the Variations summary page.
 ☐ Yes
☐ No
8. ☐ The Final Statement has been checked and reflects –

Final Value of Contract
 R
9. ☐ Authorised signatures on Final statement?
 ☐ Yes
☐ No

10. ☐
- (i) Application for extension(s) of Contract Period have been made and approved.

Yes

No
- (ii) Copy/copies attached

Yes

No

Report by (Name)..... on this day of20...

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SignatureRank

Other comments

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