



KZN Public Works

*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: ZNT _____ W : _____

The completion date provided for in the Contract 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
Consultant Civil / Structural Engineer
Consultant Electrical / Mechanical Engineer

Liaison Architect :
Liaison Quantity Surveyor :
Liaison Civil / Structural Engineer :
Liaison Electrical / Mechanical Engineer :

Projects Programme Manager :

Chief Professional:

District Head:

Pre-Bid and Adjudications Division:

Performance and Compliance Sub-directorate (Head Office):