



## KZN Public Works

Private Bag x

**Department:**  
**Public Works**  
**PROVINCE OF KWAZULU-NATAL**

**Enquiries:**  
**Tel: ( )**  
**Fax: ( )**  
**Email:**  
**Ref:**  
**Date :**

Name and Postal Address of Tenderer

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For Attention: \_\_\_\_\_

**Fax:** \_\_\_\_\_

Sirs

**WIMS NO \_\_\_\_\_ : ZNT \_\_\_\_\_ W: CITY/TOWN/PLACE: NAME OF INSTITUTION:**  
**DESCRIPTION OF SERVICE: REQUEST TO COLLECT SIGNED COPY OF CONTRACT**

Your offer submitted in respect of the above Tender has reference.

Pease arrange urgently for a responsible person to fetch from this Office one (1) fully completed copy of the original Contract Document, including the Schedule of Deviations (if applicable).

Yours faithfully

**HEAD: PUBLIC WORKS**

**cc:           Project Manager:**  
**Projects Programme Manager:**  
**Chief Professional:**