



KZN Public Works

Department:
Public Works
PROVINCE OF KWAZULU-NATAL

Private Bag x

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

(As Per Registered Mail and Facsimile)

Name and Postal Address of Contractor

Sirs

WIMS NO _____ : ZNT _____ W: CITY/TOWN/PLACE: NAME OF INSTITUTION:
DESCRIPTION OF SERVICE: OFFER OF CONTRACT

1. Your offer in the sum of R_____ to undertake the above work has reference.
2. For administrative reasons, this Department can only consider accepting your offer upon receipt of the following documentation within twenty one (21) calendar days of the date of this letter.
 - Proof of having Works, liability and support insurances cover.
 - Submission of a Construction Safety, Health and Environmental Plan.
 - The priced Bills of Quantities *(delete this sentence if it is a Lump Sum Contract)*

All of the above must be given to the Principal Agent, _____ *(insert name and physical address)* to hand to the Department.

3. In addition to the above, the priced Bill of Quantities must be given to _____ *(insert name of Quantity Surveyor and physical address)* *(Delete this sentence if it is a Lump Sum Contract)*
4. Attached is a form for your completion to extend the Tender Validity Period to _____ and you are requested to return it by facsimile transmission to this Office without delay. *(delete this sentence and if its Annexure is not applicable)*
5. If all of the above documentation is found to be acceptable and provided within the stipulated period, a copy of the signed original Form of Offer and Acceptance including the Schedule of Deviations (if any) will be furnished to you at site handover and that day will be regarded as the "commencement date" of the contract.

Yours faithfully

HEAD: PUBLIC WORKS

uMnyango WezemiSebenzi / Departement van Werke

1. Head
Department of _____(insert details of client department)

(Fax _____)
2. _____(Principal Agent)

(Fax _____)

Sirs

Kindly take steps to arrange to hand over the site to the Contractor once all of the above information has been received. The Site Handover Certificate, form DOW070 must be completed and distributed as indicated thereon.

A copy of the signed original Form of Offer and Acceptance including the Schedule of Deviations (if any) are attached hereto. Kindly hand this information to the Contractor at Site hand over and that day will be regarded as the "Commencement Date" of the Contract.

Please also note that you have ten (10) calendar days from receipt of all of above information to hand over the site to the Contractor.

Enclosed for your completion and return are the following forms

- O.H.S.E. – WIMS WG24PU-01
- E.P.W.P. – WIMS WG26PU-01

(The author is to select one of the following paragraphs with regard to dealing with the guarantee as per the actual Tender Document as submitted by the Contractor).

No guarantee is required as the contract value is less than R1m.

Or*

No guarantee is required as the contractor selected as Payment Reduction of 10% of the value certified in the Payment Certificate (excluding VAT)

Or*

In terms of the Offer the Contractor selected to provide a **Cash Deposit of 10%** of the Contract Sum (excluding VAT). The Contractor must be given 21 calendar days from the Commencement Date to provide the Department with the 10% Cash Deposit. Should the Contractor fail to comply with this request within the stipulated period and payment needs to be made then the Payment Reduction option of 10% of the value certified in the Payment Certificate (excluding VAT) must be applied.

Or*
(DOW020A)

In terms of the Offer the Contractor selected to provide a **Variable Construction Guarantee of 10%** of the Contract Sum (excluding VAT). The Form DOW020A, titled, "Variable Construction Guarantee" that is to be completed is attached. The Contractor must be given 21 calendar days from the Commencement Date to provide the Department with the 10% Cash Deposit. Should the Contractor fail to comply with this request within the

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stipulated period and payment needs to be made then the Payment Reduction option of 10% of the value certified in the Payment Certificate (excluding VAT) must be applied.

Or*
(DOW020B)

In terms of the Offer the Contractor selected to provide a **Fixed Construction Guarantee of 5%** of the Contract Sum (excluding VAT) and a **Payment Reduction of 5%** of the value certified in the Payment Certificate (excluding VAT). The Form DOW00B, titled, "Fixed 5% Construction Guarantee" that is to be completed is attached. The Contractor must be given 21 calendar days from the Commencement Date to return the guarantee to you for onward transmission to this Office. Should the Contractor fail to comply with this request within the stipulated period and payment needs to be made, then the Payment Reduction option of 10% of the value certified in the Payment Certificate (excluding VAT) must be applied.

Or*

In terms of the Offer the Contractor selected to provide a **Cash Deposit of 5%** of the Contract Sum (excluding VAT) and a **Payment Reduction of 5%** of the value certified in the Payment Certificate (excluding VAT). The Contractor must be given 21 calendar days from the Commencement Date to provide the Department with the 5% Cash Deposit. Should the Contractor fail to comply with this request within the stipulated period and payment needs to be made, then the Payment Reduction option of 10% of the value certified in the Payment Certificate (excluding VAT) must be applied.

After Practical Completion kindly complete and return the following forms:-

- Contract Completion Report – DOW046
- Contractors Analysis Report – DOW047

These forms are contained in the SOPS for Contract Administration which is available on the Public Works Website.

Yours faithfully

HEAD: PUBLIC WORKS

3. _____(Quantity Surveyor)

(Fax _____)

Sirs

Kindly inform this Office and the Principal Agent immediately the priced Bills of Quantities have been received by you so that arrangements can be made for site handover. The priced Bills of Quantities received from the Contractor is to be bound and returned to this Office. (Delete if it is a Lump Sum Contract) Please liaise with the Principal Agent to determine the number of copies to make of the Bills of Quantities for site administration.

You are also reminded that quarterly Financial Reports are required – as set out in the Conditions of Commission.

Yours faithfully

HEAD: PUBLIC WORKS

4. _____(other Consultants)

(Fax_____)
5. District Head/Manager
_____(insert detail)
6. Project Manager: _____
7. Projects Programme Manager: _____
8. Chief Professional: _____
9. Procurement and Post Bid Division

Please retain this letter until the Principal Agent confirms that all the outstanding information as specified in this letter has been received.

NB: Endorse copies to the Official(s) of the Acquisition Sub-directorate who is/are responsible for:

- Updating WIMS, and
- Gather statistical data for the Provincial Treasury.

Extension of Validity Period Form

_____Region

Private Bag X_____

(insert)

Fax: _____(insert)

Attention: _____(insert)

**WIMS NO _____ : ZNT _____ W: CITY/TOWN/PLACE: NAME OF INSTITUTION:
DESCRIPTION OF SERVICE: EXTENSION TO TENDER VALIDITY PERIOD.**

This serves to confirm that the Tender identified under here is:

* (a) willing to extend the validity period of my/our tender for the above service from
_____ to _____(insert)

or

* (b) not willing to extend the validity period of my/our tender for the above service.

**SIGNATURE OF
AUTHORISED REPRESENTATIVE**

DATE

Name of Tenderer: _____

Address: _____

**Delete that which is not applicable*