



KZN Public Works

Department:
Public Works

PROVINCE OF KWAZULU-NATAL

..... Office
Private Bag X
.....
Tel: (....)
Fax: (....)
Email:
Enquiries:
Ref:
Date:

Principal Agent
(Insert Postal Address)
.....

Fax No: _____

Sirs

WIMS NO. : ZNT W: PLACE/TOWN/CITY: NAME OF INSTITUTION: DESCRIPTION OF SERVICE

- Further to the telephonic conversation between _____ and _____ of this Office on _____ (insert date), I now submit a copy of the advertisement to be published in the Government Tender Bulletin, (insert a local newspaper name as well if necessary) Ilanga and The Mercury in respect of the above project. It is also confirmed that the Tender will be published on Friday _____ (insert date), being the day on which documents will be available for issue to the interested Tenderers.
- Kindly arrange to insert the closing date of _____ (insert date) on T.1.1 Notice and Invitation to Tender and also on T1.2 Tender Data.

OR

Kindly arrange to insert the closing date and Compulsory Briefing Meeting/Site Inspection on T.1.1 Notice and Invitation to Tender and also on T1.2 Tender Data, the details of which are as follows:

Closing Date: _____ (insert date)
Compulsory Briefing Meeting/Site Inspection details are:
Date:
Time:
Venue:

Also I submit Form DOW012-Attendance Register for completion when the Compulsory Briefing Meeting/Site Inspection Meeting is held. This form must be submitted to this Office at the close of Tender for filing on the Project File. Your attention is drawn to the Standard Operation Procedures for Contract Administration deals with the manner in which the meeting should be conducted.

- As _____ (insert name of Regional Office) will issue the Tender Documents, kindly print _____ (insert number of copies) copies and deliver them before Friday, _____, being the date on which the Tender will be published in the news media.

Yours faithfully

HEAD: PUBLIC WORKS

cc: Project Manager: _____
Programme Management: _____

Chief: Professional: _____
Other Consultants: _____