



KZN Public Works

Private Bag x

Department:
Public Works
PROVINCE OF KWAZULU-NATAL

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

MEMORANDUM

TO: Regional Manager, _____

FROM: _____
Procurement and Post-Bid Division of the Acquisition Management Sub-directorate

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

1. The validity period of the above Tender is due to expire on _____ (*insert date*) due to _____ (*give reason(s)*).
2. It is necessary to approach each Tenderer before that date to extend the validity of their Tender to _____ (*insert date*). The proposed extended date is considered reasonable to allow for the finalisation of a contract award.
3. This Tender cannot be allowed to lapse because of the obvious additional fruitless financial costs and other serious consequences.
4. The matter is submitted for approval in terms of SCM Delegation 4.10

**PROCUREMENT AND
POST-BID DIVISION**

DATE

To extend the validity period to _____ (*insert date*).

APPROVED / NOT APPROVED (In terms of SCM Delegation 4.10)

REGIONAL MANAGER

DATE