



KZN Public Works

Private Bag x

Department:
Public Works
PROVINCE OF KWAZULU-NATAL

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

Name and Postal Address of Consultant

For Attention: Mr/ Mrs/ Ms _____

BY HAND

Dear Sir

EVALUATION OF TENDERS / QUOTATIONS: SERVICE: _____

I enclose herewith are the tender documents received for the above service, all as listed on the attached schedule.

In addition the following other information is submitted:

- ⇒ print-outs of the Provincial Supplier Database registration confirmation;
- ⇒ the verification of the Tax Clearance Certificate;
- ⇒ information of tenderers who have been performing poorly on other projects and who have been given a written notification to this effect;
- ⇒ an electronic proforma Tender Award submission together with an Excel Preference Points calculation schedule will be emailed to you in due course;
- ⇒ CIDB Registration.

Please arrange for the evaluation of the tenders received and furnish me with your recommendation within **ten (10) working days** from date of this letter. A hard copy of the tender adjudication submission, the tender documents, all supporting documents AND a copy of the tender evaluation submission in electronic format (either on a stiffy disk or via e-mail) must be returned to me.

I thank you in anticipation of your meeting the deadline and would like to remind you that, if communication with a tenderer is considered necessary, you must obtained authority from the Department. The questions asked of the tenderers and the replies thereto must be reflected in the tender evaluation submission and proof that tenderers have been contacted (e.g. reference to/copy of registered letter sent to tenderer) must be submitted as well.

Yours faithfully

HEAD: PUBLIC WORKS

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

Received By: _____
(Please Print Name)

Signature: _____

Date: _____