



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

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

## **MEMORANDUM (DELIVERED BY HAND)**

**TO:** \_\_\_\_\_ (insert name and rank of official with delegated authority)

**FROM:** \_\_\_\_\_ (official belonging to the Procurement and Post – Bid Division of the Acquisition Management Sub-directorate)

**Reference:** \_\_\_\_\_

**SUBJECT: WIMS NO: ZNT\_\_\_\_\_W: CITY/TOWN/PLACE: NAME OF INSTITUTION: DESCRIPTION OF SERVICE: APPROVAL OF FORM OF ACCEPTANCE**

1. On \_\_\_\_\_(insert date), the Bid Adjudication Committee accepted the offer to undertake the above work submitted by \_\_\_\_\_(insert name of contractor awarded the contract).
2. The result of the award has been advertised and the appeals process has been observed and concluded. The extended \* tender validity period is due to expire on \_\_\_\_\_(insert date).
3. In terms of SCM Delegation 3.16, I submit herewith the following documentation for your URGENT signature.
  - i. The Tender Document as submitted by \_\_\_\_\_(insert name of contractor awarded the contract). The “Acceptance” section of the Form of Offer and Acceptance (flagged) needs to be completed and signed by you.
  - ii. A letter addressed to the Principal Agent informing him\*/her\* of the intent to offer a contract award.
4. Please phone me on extension \_\_\_\_\_to fetch these documents from you. DO NOT USE THE REGISTRY SERVICES TO RETURN THESE DOCUMENTS TO ME.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

I return by hand the foregoing documentation.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

*\* delete if not necessary*