

**PROVINCIAL ADMINISTRATION OF KWAZULU-NATAL
DEPARTMENT OF PUBLIC WORKS**

**CHAPTER 8 : LISTINGS OF LETTERS AND FORMS/SPECIMENS/WIMS FORMS/
WIMS MENUS AND FUNCTIONS**

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N.B. The Forms, etc. can be accessed by going to the folder titled “Letters and Forms”.

The Letters and Forms have undergone revision and must be used in place of those used in the past.

1. CHAPTER ORDER - LETTERS AND FORMS

CHAPTER 2 : ADMINISTRATION

DOW053 Appointment of Professional Services Providers Tender Document - Available In The Procedures For The Appointment Of Professional Service Providers Document

CHAPTER 3 : PRE-TENDER PHASE

DOW002 Submission To Plans Approval Committee
DOW003 Check List For Submission Of Architectural Sketch Drawings For Approval
DOW004 Client Confirmation of Availability of Funds.
DOW005 Advice To Architect To Proceed To Working Drawing Stage
DOW006 Submission of Drawings to Local Authority: National Building Regulations And Building Standards Act (Act 103 Of 1977)
DOW009 Submission – Sketch Drawings to be Submitted to the Plans Approval Committee
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DOW020B	JBCC Fixed Construction Guarantee Form
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DOW023	Return of Guarantee – Cheque
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DOW076	Compulsory Pre-Tender Briefing Meeting Certificate
DOW100	Fax Sheet to Newspaper to Advertise Level 2 Tenders
DOW101	Fax Sheet to the Provincial Gazette to Advertise Tenders
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DOW302	Request For Approval of the Procurement Strategy- Quotations
DOW303	Bid Specification Committee Approval of Specification/ Bid Criteria - Above R1m
DOW304	Notice and Invitation To Tender
DOW305	Newspaper Quote is Acceptable and Order Attached
DOW306	Bid Specification Committee Approval of Specification Regional Manager – (Level 13)
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DOW310	Offer of Contract Letter– GCC Tenders
Specimen 1	Advertisement Submission – Approval By BAC – Above R1m
Specimen 2	Advertisement Submission – Approval By Regional Manager – Below R1m
Specimen 3	Submission For Application for Award of Contract – Level 3
Specimen 4	Submission for Approval of Form of Acceptance
Specimen 7	Progress of Tenders to Contract Award
Specimen 10	Submission For The Demolition of Existing Building on State Property
WIMS – WG26PU-01 – EPWP Form	

CHAPTER 5 : CONSTRUCTION PHASE

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DOW025	Summary Of Past Approved Extensions To The Practical Completion Date
DOW026	Approved Extension To Practical Completion Date - Tender
DOW026Q	Approved Extension To Practical Completion Date - Quotation
DOW027	Refusal of Extension Of Practical Completion Date - Tender
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DOW036	Variation Order - Authorised Version
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DOW037B	Financial Request For Variation Order And Additional Funds, Quotations
DOW038	Financial Report
DOW039	Schedule Of Professional Fees Included In Financial Report
DOW041	Departmental Quantity Surveyor – Final Payment Certificate Checklist
DOW041A	Departmental Official – Final Payment Certificate Checklist – Contract Entered Into By Way Of Quotations
DOW042	Project Management Milestones, Dates For Projects / Services
DOW043	Certificate Of Completion (First Delivery)
DOW044	Departmental Quantity Surveyor – Final Account Checklist
DOW044A	Departmental Official: Final Account Checklist – Contract Entered Into By Way Of Quotations
DOW046	Contract Completion Report
DOW047	Contractors Analysis Report

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DOW050	Certificate Of Final Completion - Civil Work
DOW051	Certificate Of Final Completion -Building Work
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DOW062Q	Letter To Contractor Imposing Penalty (Quotation)
DOW070	Letter of Notification of Site Handover
DOW105	Surrender of Performance Guarantee
DOW308	Notification to Contractor of Contract Termination and request to Consultant to prepare Contract Completion Document
DOW309	Offer of Contract Letter – JBCC Tenders
DOW310	Offer of Contract Letter – GCC Tenders
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Preference Points Schedule 90/10	
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Specimen 6	Memorandum For Cession Of Contract
Specimen 8	Site Meeting Minutes
Specimen 9	Final Account Lump Sum Contracts
Specimen 11	Submission to Cancel/Terminate a Contract
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WIMS 7-01	Consultant - Payment (Quantity Surveyor)
WIMS 8-01	Consultant - Payment (Civil / Structural Engineer)
WIMS 9-01	Consultant - Payment (Electrical / Mechanical Engineer)
WIMS 10-01	Consultant - Payment (Project Management / Co-ordination Community Liaison)
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WIMS number to be allocated - N/S Contractor/Supplier – N/S Recovery Statement (in terms of 33.0 of the JBCC series 2000 N/S Subcontract Agreement)	
WIMS number to be allocated - Contractor – Payment certificate Notification issued in terms of the JBCC Principal Building Agreement	

WIMS number to be allocated - Contractor/Supplier – Recovery Statement (in terms of 33.0 the JBCC series 2000 PBA)

WIMS number to be allocated - Contractor/Supplier – Payment Certificate issued in terms of 31.0 of the JBCC Principal Building Agreement

CHAPTER 6 : DAY-TO-DAY MAINTENANCE

DOW052A (2 000-10 000)	Service Quotation Proforma
DOW052B (10 000-30 000)	Service Quotation Proforma
DOW052C (30 000-500 000)	Service Quotation Proforma
DOW055A	Requisition / Works Instruction For Repair Service
DOW055B	Requisition / Works Instruction For Repair Service (For Office use only)
DOW056	Day to Day Repairs And Maintenance: File 10/11/ / .
DOW057	Request For Approval To Issue Order : Programme 3 : Maintenance Buildings And Equipment
DOW058	Request For Invitation Of Quotations
DOW059	Invitation To Quote For Services – up to R2 000
DOW060	Route Form For WIMS Centre Batches
DOW061	Sub-File: Day To Day Maintenance Service/Supplies
DOW311	Quotation Contract Award – JBCC Minor Works
Specimen 3A	Submission For Acceptance Of An Award Of A Tender – (Up to R30 000)
Specimen 3B	Submission For Acceptance Of An Award Of Quotation (R30 000 – R500 000)
Specimen 12	Format Of Final Accounts, Quotations
WIMS 12-01	Day to Day Maintenance And Supplier Payments

Other WIMS Forms

WIMS 14-01	Hiring Of Building Lessor Payments
WIMS 15-01	Municipal Services Progress Payment
WIMS 18-01	SCM – Equity Ownership

CHAPTER 7 : URGENT AND EMERGENCY CASES

DOW052A (2 000-10 000)	Service Quotation Proforma
DOW052B (10 000-30 000)	Service Quotation Proforma
DOW052C (30 000-500 000)	Service Quotation Proforma

- Specimen 3C Submission For Acceptance Of An Award For URGENCY/EMERGENCY– below R30 000
- Specimen 3D Submission For Acceptance Of An Award For URGENCY/EMERGENCY– from R30 000 up to R250 000
- Specimen 3E Submission For Acceptance Of An Award For URGENCY/EMERGENCY– from R250 000 up to R1m
- Specimen 3F Submission For Acceptance Of An Award For URGENCY

2. LETTERS AND FORMS – NUMERICAL ORDER

- DOW002 Submission To Plans Approval Committee
- DOW003 Check List For Submission Of Architectural Sketch Drawings For Approval
- DOW004 Client Confirmation of Availability of Funds.
- DOW005 Advice To Architect To Proceed To Working Drawing Stage
- DOW006 Submission of Drawings to Local Authority: National Building Regulations And Building Standards Act (Act 103 Of 1977)
- DOW008 Confirmation of Tender Date Details
- DOW009 Submission – Sketch Drawings to be Submitted to the Plans Approval Committee
- DOW010 Acknowledgement By Tenderer Of Receipt Of Tender Document
- DOW011 Document Given To Tenderers
- DOW012 Compulsory Pre-Tender Briefing Meeting Attendance Register
- DOW013 Letter to Consultant – Evaluation of Adjudication
- DOW013A Letter to Regional Manager – Request for Extension of Validity Period
- DOW013B Letter to Contractor – Extension of Validity Period
- DOW014A Cover Page - Regional Bid Evaluation Committee Concurrence/ For Approval of Award
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- DOW015 Submission of Sketch Drawings – Head Office PAC Secretariat
- DOW016 Return of Approved Sketch Drawings from Head Office PAC
- DOW017 Preliminary / Revised Estimate
- DOW018 Table 1 – Calculation of % Variance
- DOW019 Certificate of Correctness In Connection With Submissions For Approval Of The Tender Document For Advertising (Levels 2 and 3) (where Bills of Quantities form part of the Tender Document)
- DOW020 GCC Form of Guarantee

DOW020A	JBCC Variable Construction Guarantee Form
DOW020B	JBCC Fixed Construction Guarantee Form
DOW021	Return Of An Insurance / Bank Guarantee
DOW022	Depositing Of Cheque / Cash Into The General Ledger Account In Lieu Of A Performance Guarantee To The State
DOW023	Return of Guarantee - Cheque
DOW024	Application For Extension Of Practical Completion Date
DOW025	Summary Of Past Approved Extensions To The Practical Completion Date
DOW026	Approved Extension To Practical Completion Date - Tender
DOW026Q	Approved Extension To Practical Completion Date - Quotation
DOW027	Refusal of Extension Of Practical Completion Date - Tender
DOW027Q	Refusal of Practical Completion Date - Quotation
DOW028	Main Contractor's Cession And Claim For Advance Payment In Respect Of Unfixed Materials On Site
DOW029	Sub-Contractor's Cession And Claim For Advance Payment In Respect Of Unfixed Materials On Site
DOW030	Details Of Claim For Payment In Respect Of Unfixed Materials On Site
DOW031	Amounts Allowed In Each Progress Payment
DOW032	Schedule Of Nominated Sub-Contractors Amounts Included In Progress Payment
DOW033	Monthly Consultant Cash Flow
DOW034	Monthly Cash Flow - Contractor / Supplier / Lessor
DOW035	Variation Order - Draft Version
DOW036	Variation Order - Authorised Version
DOW037A	Financial Request For Variation Order And Additional Funds, Tenders
DOW037B	Financial Request For Variation Order And Additional Funds, Quotations
DOW038	Financial Report
DOW039	Schedule Of Professional Fees Included In Financial Report
DOW041	Departmental Quantity Surveyor – Final Payment Certificate Checklist
DOW041A	Departmental Official – Final Payment Certificate Checklist – Contract Entered Into By Way Of Quotations
DOW042	Project Management Milestones, Dates For Projects / Services
DOW043	Certificate Of Completion (First Delivery)
DOW044	Departmental Quantity Surveyor – Final Account Checklist

DOW044A	Departmental Official: Final Account Checklist – Contract Entered Into By Way Of Quotations
DOW046	Contract Completion Report
DOW047	Contractors Analysis Report
DOW048	Certificate Of Final Completion - Electrical and Mechanical Work
DOW050	Certificate Of Final Completion - Civil Work
DOW051	Certificate Of Final Completion -Building Work
DOW052A (2 000-10 000)	Service Quotation Proforma
DOW052B (10 000-30 000)	Service Quotation Proforma
DOW052C (30 000-500 000)	Service Quotation Proforma
DOW053	Appointment of Professional Services Providers Tender Document - Available In The Procedures For The Appointment Of Professional Service Providers Document
DOW054A	Request To Collect Signed Copy Of Contract
DOW054B	Confirmation Of Collection Of Signed Copy Of Contract
DOW055A	Requisition / Works Instruction For Repair Service
DOW055B	Requisition / Works Instruction For Repair Service (For Office use only)
DOW056	Day to Day Repairs And Maintenance: File 10/11/ / .
DOW057	Request For Approval To Issue Order : Programme 3 : Maintenance Buildings And Equipment
DOW058	Request For Invitation Of Quotations
DOW059	Invitation To Quote For Services – up to R2 000
DOW060	Route Form For WIMS Centre Batches
DOW061	Sub-File: Day To Day Maintenance Service/Supplies
DOW062	Letter To Contractor Imposing Penalty
DOW062Q	Letter To Contractor Imposing Penalty (Quotation)
DOW070	Letter of Notification of Site Handover
DOW076	Compulsory Pre-Tender Briefing Meeting Certificate
DOW100	Fax Sheet to Newspaper to Advertise Level 2 Tenders
DOW101	Fax Sheet to the Provincial Gazette to Advertise Tenders
DOW102	Contact Names, Addresses and Numbers of Newspaper
DOW104	Authority to Release Guarantee
DOW105	Surrender of Performance Guarantee
DOW301	Request For Approval Of the Procurement Strategy – Tenders

DOW302	Request For Approval of the Procurement Strategy- Quotations
DOW303	Bid Specification Committee Approval of Specification/ Bid Criteria - Above R1m
DOW304	Notice and Invitation To Tender
DOW305	Newspaper Quote is Acceptable and Order Attached
DOW306	Bid Specification Committee Approval of Specification Regional Manager- (Level 13)
DOW308	Notification to Contractor of Contract Termination and request for Consultant to prepare Contract Completion Document
DOW309	Offer of Contract Letter – JBCC Tenders
DOW310	Offer of Contract Letter– GCC Tenders
DOW311	Quotation Contract Award – JBCC Minor Works

The following list of Forms are contained in Tender Documentation which is available on the Website only

DOW350	List of returnable Documents
DOW351	Authority to sign Tender
DOW352	Resolution of Board of Directors to Enter Into Consortia or JV's
DOW353	Special Resolution of Consortia or JV's
DOW354	Joint Venture Involvement Declaration
DOW355	Schedule of Proposed Sub-Contractors
DOW356	Capacity of Tenderer
DOW357	Financial Standing & other resources of Business Declaration
Preference Certificate (The form is issued by the KZN Treasury)	
DOW358	Site Inspection Meeting Certificate (if applicable)
DOW359	Declaration of Interest
DOW360	Medical Certificate for the Confirmation of Permanent Disabled Status
DOW361	Record of Addenda to Tender Documents
DOW362	Particulars of Electrical Contractor
DOW363	Schedule of Imported Materials and Equipment
DOW364	Declaration of Bidder's Past SCM Practices
DOW365	Equipment Schedules-Mechanical / Electrical / Security Material
Compulsory Enterprise Questionnaire (The form is issued by the KZN Treasury)	
DOW366A	JBCC Form of Offer and Acceptance
DOW366B	GCC Form of Offer and Acceptance

DOW020A	JBCC Variable Construction Guarantee Form
DOW020B	JBCC Fixed Construction Guarantee Form

Preference Points Schedule 80/20

Preference Points Schedule 90/10

- Specimen 1 Advertisement Submission – Approval By BAC – Above R1m
- Specimen 2 Advertisement Submission – Approval By Regional Manager – Below R1m
- Specimen 3 Submission For Application for Award of Contract – Level 3
- Specimen 3A Submission For Acceptance Of An Award Of A Quotation – (Up to R30 000)
- Specimen 3B Submission For Acceptance Of An Award Of Quotation (R30 000 – R500 000)
- Specimen 3C Submission For Acceptance Of An Award For URGENCY/EMERGENCY– below R30 000
- Specimen 3D Submission For Acceptance Of An Award For URGENCY/EMERGENCY– from R30 000 up to R250 000
- Specimen 3E Submission For Acceptance Of An Award For URGENCY/EMERGENCY– from R250 000 up to R1m
- Specimen 3F Submission For Acceptance Of An Award For URGENCY/EMERGENCY– above R1m
- Specimen 4 Submission for Approval of Form of Acceptance
- Specimen 5 Format Of Final Accounts,Tenders
- Specimen 6 Memorandum For Cession Of Contract
- Specimen 7 Progress of Tenders to Contract Award
- Specimen 8 Site Meeting Minutes
- Specimen 9 Final Account Lump Sum Contracts
- Specimen 10 Submission For The Demolition of Existing Building on State Property
- Specimen 11 Submission to Cancel/Terminate a Contract
- Specimen 12 Format Of Final Accounts, Quotations

WIMS Forms

- WIMS 5-01 Contractor Progress Payment
- WIMS 6-01 Consultant - Payment (Architect)
- WIMS 7-01 Consultant - Payment (Quantity Surveyor)

WIMS 8-01 Consultant - Payment (Civil / Structural Engineer)

WIMS 9-01 Consultant - Payment (Electrical / Mechanical Engineer)

WIMS 10-01 Consultant - Payment (Project Management / Co-ordination Community Liaison)

WIMS 11-01 Consultant – Payment (Professional Land Surveyor)

WIMS 12-01 Day to Day Maintenance And Supplier Payments

WIMS 14-01 Hiring Of Building Lessor Payments

WIMS 15-01 Municipal Services Progress Payment

WIMS16-01 WIMS Beneficiary Registration Form

WIMS17-01 Financial Detail Certificate

WIMS 18-01 SCM – Equity Ownership

WIMS – WG26PU-01 – EPWP Form

WIMS number to be allocated - Contractor/Supplier - Payment Advice issued in terms of 31.0 of the JBCC N/S Subcontract Agreement

WIMS number to be allocated - N/S Contractor/Supplier – N/S Recovery Statement (in terms of 33.0 of the JBCC series 2000 N/S Subcontract Agreement)

WIMS number to be allocated - Contractor – Payment certificate Notification issued in terms of the JBCC Principal Building Agreement

WIMS number to be allocated - Contractor/Supplier – Recovery Statement (in terms of 33.0 the JBCC series 2000 PBA)

WIMS number to be allocated - Contractor/Supplier – Payment Certificate issued in terms of 31.0 of the JBCC Principal Building Agreement

3. WIMS MENUS AND FUNCTIONS

Level	Function	Function Description
		GENERAL SERVICE ADMINISTRATION
4	WA01PS	Create Service
4	WA02PS	Amend Service
4	WA03PE	Service Enquiry
4	WA06PU	Change Status of a Service
4	WA19PE	Service Status Audit Enquiry
		CONTRACTS AND ESTIMATES
4	WD01PU	Create/Update Estimates
4	WD02PE	Enquiry Estimates
4	WD03PD	Delete Estimates
4	WD04PE	Enquiry: Estimates Per Service
4	WD08PE	Summary: Estimate Amounts - All Contracts
4	WD18PU	Printing of Estimate Report
4	WD20PE	Enquiry: Unaccepted Estimates
		COMPILING OF THE BUILDING PROGRAM
4	WE01PU	Drafting/Manipulating of the Building Program
4	WE02PU	Enquiry: Drafting/Manipulating of Building Program
4	WA20PE	Programmed Services with Expenditure Per Financial Year
4	WA21PE	Total Expenditure and Balance for Service
4	WE27PU	Category Link Per Distribution
		CASH FLOW
4	WE13PU	Create/Update Cash Flow Per Service
4	WE14PE	Enquiry: Cash Flow Per Service
4	WE17PU	Update of Cash Flow Default Values
4	WE18PE	Enquiry: Cash Flow Defaults
4	WE23PU	Update: CF-Default Values - Service Types
4	WE24PE	Enquiry: CF-Default Values - Service Types
4	WE42PE	Enquiry: Expenditure Programming - Service Card
4	WG18PE	Contract Expenditure Per Service (Excl. Fees)
4	WE11PE	Progressive Monthly Expenditure Per Category
4	WE54PU	Create/Update Cash Flow Per Contract
4	WE55PE	Enquiry: Cash Flow Per Contract
4	WE59PU	Create/Update Consultant Cash Flow
4	WE58PE	Enquiry: Cash Flow Per Consultant
4	WE60PE	Monthly Expenditure Per Category - Consultants
4	WE03PU	Create/Update Monthly Cash Flow - Contr/Suppl/Lessor
4	WE04PE	Enquiry: Monthly Cash Flow - Contr/Suppl/Lessor
4	WE36PU	Update/Create Monthly Consultant Cash Flow
4	WE38PE	Monthly Cash Flow Exception Report
4	WE19PU	Issue Planning Instruction
4	WE20PE	Enquiry: Issue of Planning Instruction
4	WC05PU	Update: Departmental Project Team

4	WC06PE	Enquiry: Departmental Project Team
4	WC09PE	Enquiry: Service Per Team Member
4	WC10PE	Enquiry: Contracts Per Service/Team Member
		PROJECT MANAGEMENT MILESTONES
4	PBS-U	Update: All Milestones
4	PBS-E	Enquiry: All Milestones
4	WF01PU	Create/Update Interval Codes Per Service Type
4	WF07PU	Update: Milestones Per Service Type
4	WF03PU	Update: Standard Periods for Milestones
4	WF11PU	Update: Milestone Default Values
4	WF02PE	Enquiry: Interval Codes Per Service Type
4	WF08PE	Enquiry: Milestones Per Service Type
4	WF04PE	Enquiry: Standard Time for Milestones Per Service Type
4	WF12PD	Delete Milestone
4	WF11PE	Enquiry: Default Milestone Values
		TENDER AND CONTRACT ADMINISTRATON
4	WG01PU	Update: Tender Advertisement Detail
4	WG02PE	Enquiry: Tender Advertisement Detail
4	WG03PU	Update: Tender/Contract Detail
4	WG04PE	Enquiry: Tender/Contract Detail
4	WA07PU	Change Service Main Contract \
4	WG21PD	Delete Contract and Tender Detail
4	WE15PU	Mass Adjustment of Planned Financial Tender Dates
4	WG22PE	Enquiry: Contracts Per Tender Number
4	WM62PD	Delete Order/Lease and Appointment
		CONTRACT PROGRESS
4	WG05PU	Update: Progress/Delay Report By Project Leader
4	WG06PE	Enquiry: Progress/Delay Report By Project Leader
4	WG19PE	Contract Progress According to System
4	WG10PE	Summary of Contract Progress Per Service
4	WG10PU	Update: General Contract Detail (Incl. Fees)
4	WG11PE	Enquiry ; General contract Detail (Incl. Fees)
4	WO14PE	Report: Responsibility Schedule
4	WG14PU	Update: Progress Limits
4	WG15PE	Enquiry: Progress Limit Table
		CONTRACTORS ADMINISTRATION
4	WL01PU	Link Sub-Contractor/s to Main Contractor
4	WL02PE	Enquiry: Sub-Contractors Linked to Contractors
4	WL03PU	Ceding/Liquidation of Contractor
4	WL04PU	Register Breach of Contract
4	WL12PU	Recover Breach of Contract
4	WL05PE	Enquiry: Services Per Contractor (Inf Based on WG03PU)
4	WL06PE	Contractors Per Service
4	WL07PE	Enquiry: Ceding of Contractor
4	WL13PE	Enquiry: Breach of Contract by Contractor

		CONSULTANT ADMINISTRATION
4	WK01PU	Departmental Consultant Panel
4	WK02PE	Enquiry: Departmental Consultant Panel
3	CONSAPP	Appointment of Consultants
4	WK03PU	Consultant Appointment Per Service
4	WK04PE	Enquiry: Consultant Apoinments Per Service Page
4	WK07PU	Register Beneficiary I.R.O A Consultant
4	WK08PE	Enquiry: Beneficiary I.R.O A Consultant
4	WK09PU	Consultant Completion of Appointment/ Cancellation
4	WK10PE	Enquiry: Consultant Completion of Appointment/ Cancellation
4	WK11PD	Consultant Appointment Deletion
4	WK12PE	Enquiry: Appointments Per Consultant
4	WK17PE	Summary of Consultant Appointment Per Service
4	WK23PE	Report: Consultants on Panel
4	WK24PE	Report: Consultants Appointment Per Date (1Town)
4	WK25PE	Report: Appointmens Per Capita
4	WK26PE	Report: Appointments Per Date (1 or more Towns)
4	WK27PE	Consultant Nomination List Per Formula
4	WK29PE	Report: Consultant Towns on Panel
4	WK63PU	Cession/Liquidation of Consultant
4	WK62PE	Enquiry: Ceding of Consultants
3	CONSEXP	Consultants Expenditure
4	WK20PE	Consultant Account Per Service/Section
4	WK21PE	Total Consultant Expenditure Summary Per Division