

The Employer shall conduct the compulsory Works Project meeting on the date specified. The purpose of this meeting is to inform the contractor of the Scope of Work required in the Works Project. The meeting shall furthermore serve to answer any queries the contractor may have in respect of the required work, billed items and quantities, etc. (this may result in changes being made to the Works Project contract document and its being re-issued as in f) above). A contractor who fails to attend the compulsory Works Project meeting will be **excluded** from further participation in the Works Project allocation process.

Included in the Works Project contract document is a Works Project **Acceptance/Refusal Notice** requesting the contractor to state in writing whether he accepts/refuses the opportunity afforded to participate further in the work allocation procedure (i.e. that he is willing/not willing to undertake the work specified in the Scope of Work and Bills of Quantities and has/has not the necessary resources, available to complete the work within the required Works Project contract period should he be allocated the work). The contractor who **refuses** will be required to complete and return the Works Project Acceptance/Refusal Notice, by email, to the Employer within **five (5)** working days after the compulsory Works Project meeting.

### **Stage 3**

The Works Project contract document shall be completed, signed and returned by the contractor to the Employer's agent's offices no later than **five (5)** working days after the date of the compulsory Works Project meeting or after receipt thereof if changes thereto were required (refer to f) above).

The Employer will specify the proposed Works Project construction time period (time from the date specified for commencement with Works execution to Due Completion Date) for completing the specified Works in the Scope of Work in the Works Project contract document.

The submission of a fully completed and signed Works Project contract document is mandatory for the contractor who accepts, and the contractor may be requested by the Employer to complete and/or sign his submission, if necessary, should he have not already done so..

A contractor whose offer is non-responsive, or who failed to return the completed, signed Works Project contract document (the offer) within the time stated herein, will be **excluded** from further participation in the Works Project allocation process.

Acceptance of the contractor's offer takes place on the date the contractor (now Contractor in terms of the Contract) receives the City of Cape Town's official **purchase order**, such date being the Commencement Date of the Works Project contract.

Each Works Project shall be in the **value range** of above R0 up to R4 000 000 (including contingencies and VAT, but excluding contract price adjustment, if applicable).

Working days for these procedures are Mondays to Fridays.