

PUBLIC NOTICE

CALL FOR SUBMISSION OF DOCUMENTARY EVIDENCE OF OUTSTANDING CONTRACTUAL CLAIMS RELATING TO HISTORICAL RETENTION BALANCES

Issued date: 19 October 2026

Notice is hereby given that Polokwane Municipality invites all affected contractors and service providers who believe that they have outstanding contractual claims relating to historical retention balances to submit documentary evidence in support of such claims.

The purpose of the notice is to give affected contractors and service providers an opportunity to provide the necessary information and supporting documents to enable the Municipality to verify the claims against its official records, contractual agreements and legal and financial management requirements.

1. SCOPE OF THE NOTICE

The notice relates to retention balances that have remained unclaimed since 1 July 2022, including the retention balances relating to the contracts for which the applicable defects liability periods fall within this period.

Affected contractors and service providers who believe that any retention amounts remain legally due and payable to them are therefore, invited to submit documentary evidence to enable the Municipality to verify the claims against its official records and contractual agreements.

2. DOCUMENTATION REQUIRED

Affected contractors and service providers are requested to submit the following documentation **but not limited to**:

- 1) A copy of the signed contract or letter of appointment;
- 2) The contract number and project name;
- 3) Relevant payment certificates and retention statements;
- 4) Practical completion and final completion certificates;
- 5) Documentation confirming that the defects liability period and that relevant contractual obligations have been fulfilled;
- 6) Previous correspondence with the Municipality regarding the outstanding retention amount; and
- 7) Any other supporting documents that may assist the Municipality in verifying the claim.

Each submission must clearly indicate the name of the contractor or service provider, company registration number, contract number, project name, retention amount claimed and the claimant's contact details.

3. SUBMISSION PERIOD AND METHOD

Contractors and service providers are required to submit their documentary evidence within **90 days** from the date of publication of this notice.

The closing date for submissions will be **19 January 2027**.

All submissions must be sent to the dedicated email address established for this purpose:

Email: retentions2026@polokwane.gov.za

The subject line should read: **Historical Retention Balance Claim – [Contract Number/Project Name]**.

4. VERIFICATION AND FURTHER ACTION

All submissions received within the prescribed period will be reviewed and verified against the Municipality's official records, contractual agreements, applicable legislation and relevant financial management and accounting requirements.

The submission of a claim does not automatically constitute acceptance of liability or guarantee payment by the Municipality. Each claim will be assessed on its own merits, taking into account the supporting evidence and the applicable contractual and legal requirements.

Following the verification process, the Municipality will determine the appropriate treatment of the historical retention balances in accordance with applicable legislation, contractual obligations, accounting standards and the authority of the officials or structures responsible for the decision.

Where no claim is received or where a claim cannot be substantiated, the Municipality will implement the procedures provided for in its 2026 Municipality's Construction Contract Policy. The expiry of the submission period will not, on its own, determine whether a contractual claim is legally extinguished or whether a balance may be derecognised or written off.

For further information or assistance regarding this notice, please contact:

- **Mr Sebaka Ramaremla:** 015 290 2164
- **Ms Vhutshilo Tshikundamalema:** 015 290 2335 / 015 290 2162



Affected contractors and service providers are encouraged to use the **90-day period** to submit all relevant information and supporting documentation to enable the Municipality to complete the verification process.

Ms Thuso Nemugumoni
City Manager

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