



**KWAZULU-NATAL PROVINCE**

EDUCATION  
REPUBLIC OF SOUTH AFRICA

FOR OFFICE USE:

No. of Payments >30 Days : .....

Action for Poor Performance: .....

**THE MONTHLY CONTRACT REGISTER - ..... 20.....**

**(NB: Separate forms to be completed for different Contract Types)**

**COMPONENT/COST CENTRE** : .....

**NATURE OF CONTRACT (e.g., Printing):** .....

NO.	CONTRACT NO.	SUPPLIER NAME	CONTRACT STARTING DATE	CONTRACT END DATE	CONTRACT VALUE	CONTRACT PERFORMANCE (EXCELLENT; GOOD; POOR)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

THE CONTRACT PERFORMANCE RATING IS \*EXCELLENT/GOOD/POOR (if poor please provide details of deviation & action taken or recommended).

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**Name**  
  
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**Signature**

**LEGENDS**

**Excellent:** The performance of the contractor exceeded the minimum expectations contained in the contract

**Good:** The Contractor fully met all expected standards of the job according to the contract

**Poor:** The service felt below the stipulated contractual obligations

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**Date**