# CONTRACT AWARD LETTER

[ON SCHOOL HEADED PAPER]

NAME

ADDRESS OF PROVIDER

POSTCODE

[DATE]

Dear Sirs

## **[INSERT NAME OF PROCUREMENT]**

## **NOTIFICATION OF CONTRACT AWARD DECISION**

Thank you for taking part in this procurement. We have now evaluated all of the final [bids/quotes/tenders] we received. On the basis of this evaluation, the Governing Body is pleased to confirm that we have decided to award a contract to you [and have accepted your tender/quote dated [ ] [as amended by ], for the sum of [£ ] [incorporating the tendered rates of ]].

The contract period shall be [ ] commencing on [ ].

Your [tender/quote], the Specific Terms, General Terms and Conditions, Specification, all accompanying documentation, this letter of acceptance and the following additional documentation

* [minutes of pre-contract meeting]
* [detail any correspondence between the invitation to tender and this letter of award which you wish to be binding on the Provider, for example from the Council or Provider clarifying any part of their tender or agreeing any amendments]

form a binding contract between you and the Governing Body of [SCHOOL] and set out the terms and conditions of that agreement. However, in view of the value of the Contract, the Governing Body will require you to enter into a formal contract which will be forwarded to you as soon as possible.

Yours faithfully

For and on behalf of the Governing Body of [SCHOOL]