Award letter

Template

(Insert procurement activity and reference number)

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| **When to use this template**  This template can be used to advise a supplier they have been successful following a procurement process.  **Please delete this text box and remove any user notes before use.**  Use of this template is optional – remember to check your agency’s policies and procedures to check whether your agency has a standard template available that you are required to use.  **For more information on the *Buy Queensland* approach to procurement please visit** [www.qld.gov.au/buyqueensland](http://www.qld.gov.au/buyqueensland).  Get involved! This document is part of the Procurement Resource Centre. We would love to hear what you think, so please email your feedback to [betterprocurement@epw.qld.gov.au](mailto:betterprocurement@epw.qld.gov.au).  **Disclaimer**  This document is intended as a guide only for the internal use and benefit of government agencies. It may not be relied on by any other party. It should be read in conjunction with the Queensland Procurement Policy, your agency’s procurement policies and procedures, and any other relevant documents.  The Department of Energy and Public Works disclaims all liability that may arise from the use of this document. This document should not be used as a substitute for obtaining appropriate probity and legal advice as may be required. In preparing this document, reasonable efforts have been made to use accurate and current information. It should be noted that information may have changed since the publication of this document. Where errors or inaccuracies are brought to attention a reasonable effort will be made to correct them. |

# Award letter

[User note: this letter should be copied and put onto the agency’s letterhead.]

(Insert recipient’s name)

(Insert recipient title)

(Insert recipient’s company name)

(Insert recipient’s address)

Dear (Insert salutation)

Re: (Insert procurement activity and reference number)

The (insert agency name) is pleased to inform you that your organisation has been selected as the preferred supplier for the (insert procurement activity and reference number), subject to signing the customer contract.

Please review the contents of the enclosed customer contract and, if no changes are required, arrange for an authorised delegate of your organisation and witness to sign and date two (2) copies of the customer contract.

To facilitate commencement of the contract please post both original signed copies to the undersigned at (insert postal address) by (insert required date of return). The department’s authorised delegate will then counter-sign both documents and one (1) copy will be returned to you for your records.

Please note that it is not intended for this letter to form a legally binding contract between the department and your organisation. A contract will not be formed until both parties sign the customer contract.

Should you have any questions please contact (insert name of the contact officer for the procurement activity) on (insert phone number) or by email (insert email address).

Yours sincerely

(Insert sender’s name)

(Insert sender’s title)