# Letter of Award –Project Management Services

## User guidance

Instructions in the sample text below have been highlighted in yellow. If highlighting is not visible, go to Tools/ Options then click on the View tab, tick the Highlight check box and click the OK button.

Refer also to the guide notes provided at the end of this Sample letters

## Sample text for letter to the Project Manager

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| » insert the date  The Manager, » insert the name of the Project Manager ABN » insert the Project Manager’s ABN » insert the Project Manager’s address  **» insert the Agreement name RFT No. » insert the RFT No.**  Letter of Award  The Principal accepts your offer dated » insert the date of the tender for the above Agreement, for the Agreement Price stated in Agreement Information item 9  Attached to this Letter of Award is your copy of the final Agreement Information, in which items 3 to 4 have been completed  Particulars of the accepted offer are set out below.  **Particulars**  **list the principals tender documents and the TENDER FORM PLUS ANY additional INFORMATION submitted BY THE Project Manager as required (E.g. Cover Letter , program etc**   1. Tender dated » insert the date of the tender comprising:   Tender Form  Delete from the list below any tender schedules that were not required to be LODGED with the tender form at close of TENDERs.  Schedule of Prices – Lump Sum  Schedule of Rates  Schedule of Hourly Rates for Variations  Schedule of Outline Services Delivery Plan  Schedule of Non-Price Information  Schedule of Design and Documentation Resources  Schedule of Quality Management System Information  Schedule of Nominated Alternative Tenders  add any additional tender schedules and documents required to be lodged at close of tenders.   1. Post tender correspondence comprising:   » list any other correspondence between the Principal and the successful tenderer that is needed to fully describe the offer being accepted.  »   1. The following alternatives and options in your tender are accepted:   » insert details of any alternatives or options that are being accepted.  »  The prices applicable to these accepted alternatives and options are included in the Agreement Price stated above. No other alternatives or options are accepted.  Yours faithfully,  » insert the name of the person issuing the letter » insert the person’s position title, if relevant **for the Principal** |

## Guide Notes

1. The Agreement Information must be updated to include:

* the Project Manager’s details in items 3 and 4
* the Agreement Price at the Date of Agreement, item 9.

1. The completed Agreement Information must be attached and issued to the Project Manager with the Letter of Award.
2. It is convenient, and strongly recommended, to attach the letter addressing administrative matters to the Letter of Award, because these should be dealt with as soon as possible after the Date of Agreement (i.e. the date of the Letter of Award).

The letter should, as should all Agreement correspondence, be signed by or ‘for’ the Principal’s Authorised Person.

## Worked example

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| 31 March 2022  The Manager  XYZ Pty Ltd ABN 123456789 1 Robinson Street Aston Heights NSW 2999  Aston Heights Public School Upgrade – Stages 1 and 2 Project Management Services  Agreement RFT 22-1089  Letter of Award  The Principal accepts your offer for the above Agreement, for the Agreement Price of $875,273.56 (incl. GST). Particulars of the accepted offer are set out below.  Particulars  1. Tender dated 11 June 2022 comprising:  Tender Form  Schedule of Prices – Lump Sum  Schedule of Hourly Rates for Variations  Schedule of Outline Services Delivery Plan  Schedule of Non-Price Information  Schedule of Design and Documentation Resources  Schedule of Quality Management System Information  2. Post tender correspondence comprising:  your letter dated 24 June 2022 withdrawing all qualifications  the Principal’s letter dated 25 June 2022  your email dated 26 June 2022  3. The following option in your tender is accepted:  Early Tenderer Involvement for the tendering stage  The price applicable to this accepted option is included in the Agreement Price stated above. No other alternatives or options are accepted.  Additional copies of the Agreement Documents and details concerning the administration of the Agreement may be obtained from Mr. J M Brown, South Coast Regional Office, 84 Crown Street, Wollongong, telephone number (02) 4226 8111.    Yours faithfully,  D Smith  D Smith for the Principal |

## Sample text for letter to the Project Manager about administrative matters

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| The Project Manager, » insert the name of the Project Manager ABN » insert the Project Manager’s ABN » insert the Project Manager’s address  **» insert the Agreement name Agreement No. » insert the Agreement No.**  ADMINISTRATIVE MATTERS  The Agreement requires you to deal with a number of administrative matters promptly, after you receive the Letter of Award. They include the following.  **Services Delivery Plan**  Please provide a Services Delivery Plancomplying with the requirements of The Services Clause 3.7 of the General Conditions of Agreement.  **Proof of insurance**  *Workers compensation insurance*  Clause 9 of the General Conditions of Agreement requires you to hold workers compensation insurance as required by law. Please provide evidence of the adequacy and currency of your workers compensation insurance.  **include the relevant optional paragraphs below if the Project Manager is required to arrange insurance under the Agreement.**  *Public Liability Insurance*  Under clause 9 of the General Conditions of Agreement, you are responsible for effecting insurance covering the Works and public liability. Please provide a copy of that policy and evidence of its currency  *Professional indemnity insurance*  Under clause 9 of the General Conditions of Agreement, you are required to effect professional indemnity insurance covering work in connection with the Agreement. Please provide evidence that your professional indemnity insurance policy complies with the requirements of the Agreement and that it is current  **end of optional paragraphs**  Yours sincerely,  » insert the name of the person issuing the notice and insert ‘for’ or  » insert the name of the Principal’s Authorised Person Principal’s Authorised Person  Encl (1) |