# Letter of Award AND attached letter on administrative matters

Mentioned in clause 7

## User guidance

Guidance for preparing and using the Mini Minor Works (MMW) standard form including clause commentary and Sample letters, is provided on the buy.nsw website: <https://info.buy.nsw.gov.au/resources/mini-minor-works>.

Refer also to:

* the guide notes provided at the end of this sample letter; and
* the administrative requirements in the attached letter.

Instructions in the sample text below have been highlighted in yellow. If highlighting is not visible, go to File/ Options then click on the Display tab, tick the ‘show highlighter marks’ check box and click the OK button. These letters also contain options. Guidance on the options is provided in red text. Delete all red text and highlighting after drafting the letter..

## Sample text for Letter of Award

|  |
| --- |
| » insert the date Ref. No. » (if applicable)The Contractor,» insert the name of the ContractorABN » insert the Contractor’s ABN» insert the Contractor’s address**» insert the Contract nameContract No. » insert the Contract No.**Letter of AwardThe Principal accepts your offer for the above Contract, for the Contract Price of $» *insert the Contract Price* (incl. GST). Particulars of the accepted offer are set out below.**Particulars**1. Tender dated » *insert the date of the tender* comprising:Tender FormDelete from the list below any tender schedules that were not required to be LODGED with the tender form at close of TENDERs.Schedule of RatesSchedule of WHS and Environmental Management Information **include items 2 and 3 if applicable.**2. 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.»3. The following alternatives in your tender are accepted: » insert details of any alternatives that are being accepted. »The prices applicable to these accepted alternatives are included in the Contract Price stated above. No other alternatives or options are accepted.Contract Documents and details concerning the administration of the Contract may be obtained from » insert the person’s name and address (if necessary), telephone number » insert the telephone number.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 acceptance of a tender offer must be unequivocal and not be subject to conditions. Resolve any outstanding matters in writing and refer to the relevant correspondence in the Letter of Award.
2. Ensure that the Contractor receives the Letter of Award eg. by sending the letter attached to an email and also posting the original.
3. The person nominated to provide copies of documents and details of the administration of the Contract would usually be the Authorised Person.
4. A worked example of the letter award is provided on the following page.
5. A letter on administrative matters to accompany the Letter of Award is provided after the worked example of the letter award.

## Worked example

|  |
| --- |
| 31 August 2022The ManagerXYZ Pty LtdACN 1234567891 Hope StreetHOPETOWN NSW 2999Goodtown Public SchoolExtensions to Administration BlockContract No. 023999.Letter of AwardThe Principal accepts your offer for the above Contract, for the Contract Price of $75,273.56 (incl. GST). Particulars of the accepted offer are set out below.Particulars1. Tender dated 7 August 2022 comprising:Tender FormSchedule of RatesSchedule of WHS and Environmental Management Information 2. Post tender correspondence comprising:your letter dated 18 August 2022 withdrawing all qualifications.the Principal’s letter dated 19 August 2022your email dated 20 August 20223. The following alternative in your tender is accepted: the refurbishment of the kitchen in the staff canteen using design alternative C,The price applicable to this accepted alternative is included in the Contract Price stated above. No other alternatives or options are accepted.Contract Documents and details concerning the administration of the Contract may be obtained from Mr. J M Brown, South Coast Regional Office, 84 Crown Street, Wollongong, telephone number (02) 4226 8111. Yours faithfully,D SmithD Smithfor the Principal |

## Sample text for letter to the Contractor about administrative matters

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| » insert the date Ref. No. » (if applicable)The Contractor,» insert the name of the ContractorABN » insert the Contractor’s ABN» insert the Contractor’s address**» insert the Contract nameContract No. » insert the Contract No.**ADMINISTRATIVE MATTERSThe Contract requires you to deal with a number of administrative matters promptly, after you receive the Letter of Award. They include the following.**Account for deposit of payments**Please provide or confirm details of the Contractor’s account for the electronic funds transfer of payments in accordance with clause 13.8 of the General Conditions of Contract. Your account details should be provided under your company’s letterhead and signed by an authorised financial officer.Please also note that the Principal requires a minimum of 5 Business Days written notice of any changes to the nominated account to avoid payments being made into a previously nominated account.**include the following Long Service Levy Paragraph if the contractor is required to pay the levy , otherwise delete.****Long Service Levy Paragraph****Long Service Levy**Please provide evidence of payment of the long service levy to the Building and Construction Industry Long Service Payments Corporation before starting construction work (clause 6 of the General Conditions of Contract). If you have obtained advice from the Corporation that the work is exempt, please forward this advice to the Principal.**end of Long Service Levy Paragraph****E**xisting **services verification**Please provide written confirmation that the locations of all underground and other existing services at, or adjacent to, the Site, that may be affected by the Contract work have been verified before starting construction work (clause W3 of the Works Description).**Proof of insurance***Workers compensation insurance*Please provide written confirmation that an insurance policy covering workers compensation or personal accident insurance (if applicable) has been taken out or is held and that every subcontractor holds equivalent insurance, where applicable.**INCLUDE THE following Works and public liability insurance Paragraph IF THE CONTRACTOR IS REQUIRED TO arrange the insurance, OTHERWISE DELETE.***Insurance of the Works and public liability*Under clause 8 of the General Conditions of Contract and Contract Information item 3, you are responsible for effecting insurance covering the Works and public liability. Please provide a copy of that policy and evidence of its currency. **end of optional** **WORKS AND PUBLIC LIABILITY INSURANCE PARAGRAPH****Management Plans (NSW Government requirements)**The following management plans are required to be submitted within times stated in the table below.

|  |  |
| --- | --- |
| **Management Plan** | **To be submitted:** |
| Work health and safety | Not less than 5 Business Days before starting work on the Site |
| Environmental  | Not less than 3 Business Days before starting work on the Site |

Please note that the management plans must comply with relevant guidelines. Refer to the checklists (1-12) of *Appendix D –* *Sample WHSMP Audit Report* from the NSW Government Work Health & Safety management guidelines and Appendix B – Environmental Management Plan review checklist from the NSW Government Environmental Management Guidelines.Notwithstanding other requirements, plans that do not comply with the guidelines, as identified by their respective checklists, may be rejected.Yours sincerely,» insert the name of the person issuing the notice and insert ‘for’ or » insert the name of the Principal’s Authorised PersonPrincipal’s Authorised Person |

##