**User Guidance**

This template letter is for use in awarding to successful tenderers standard form Infrastructure Advisory Services Contracts (short and long form) and forms part of the **Infrastructure Advisory Contract Framework** which is recommended for use byNSW Government buyers of Infrastructure Advisory Services.

The standard form templates are available here: <https://info.buy.nsw.gov.au/resources/infrastructure-advisory-services>

**Preparing the letter**

Insert the sample letter text on the following page onto the Principal’s letterhead.

Instructions are provided throughout the template and highlighted in yellow. Complete all instructions and then delete all highlighting.

**Issuing this letter**

A person who holds the appropriate delegated authority from the Principal must approve the issuing of this letter and attend to execution of the contract once a signed version is received from the tenderer.

Ensure that this letter is issued to the successful tenderer at its current registered business address or email address for service stated in the Tender Cover Sheet submitted during tender.

# Letter of Award

## Sample text for letter to be inserted on Principal’s letterhead

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| --- |
| insert date  insert Tenderer’s name  insert Tenderer‘s ABN insert Tenderer‘s address  Attention: insert name of Tenderer’s representative  **Letter of Award**  Dear [insert]  **insert Contract name Contract No. insert Contract No.**  The [insert agency] is pleased to confirm that your organisation has been selected as the preferred service provider for the [insert contract name and number] (**Contract**), subject to signing of the Contract.  Please review the **enclosed** Contract and, if no changes are required, arrange for it to be signed and dated on the execution blocks where indicated.  Please post two original signed hardcopies to the undersigned at (insert postal address) by (insert required date of return). Please also scan and return a soft copy of the signed contract by email to (insert email address) as soon as possible and by (insert same required date of return or an earlier date).  Please note that it is not intended for this letter to form a legally binding contract between [insert agency] and your organisation. A contract will not be formed until both parties sign the Contract.  Should you have any questions please contact (insert name of the contact officer for the procurement) on (insert phone number) or by email (insert email address).  Yours sincerely,  insert the name of the Principal’s Authorised Person Principal’s Authorised Person |