**Supplier Name  
Supplier Address**

Attn:  ***Insert Supplier contact name***

***Insert Supplier email address***

Date: ***Insert date***

Contract ref: ***Insert Reference Number***

Dear Sir/Madam,

**Award of contract for the provision of *insert Procurement Title***

Further to your submission of a bid for the above Procurement I am pleased to inform you that you ranked first in our evaluation and therefore we would like to award the contract to you.

The attached appendix provides detailed feedback on your submission.

The call-off contract shall commence XX day of XX 20XX and the Expiry Date will be XX day of XX 20XX. The Contracting Authority reserves the option to extend the call-off contract by X periods of X months/years. The total contract value shall be £XX, excluding VAT, including all extension options.

This procurement activity was a Call Off / Direct Award under Commercial Agreement insert reference number, title & any Lot details and the Commercial Agreement Terms and Conditions shall apply. A copy of the contract is provided with this Award Letter and includes those terms and conditions.

Please sign the Order Form and Call-Off Schedules and sent to insert contact details by insert time/day/month/year. The contact details for the Buyer can be found in paragraph XXXX of the Contract. [Delete if not required]

A copy signed on behalf of the Buyer will be returned for your records.

Should you have any queries regarding this or any other matter please do not hesitate to contact me.

Yours faithfully,

|  |  |
| --- | --- |
|  | |
| Name: ***insert name*** ***insert job title***  Insert Buyer name and address |  |