**PR013 - Sample Letter of Acceptance- Supply Contract**

Prior to contract award the Bank should ensure that budgetary provision is confirmed to meet the cost of contract. Thereafter the Letter of Acceptance shall be issued within the validity of period of the bid, and no sooner the final determination of contract award is completed.

This Letter of acceptance should be free from any new conditions. This should essentially state the sum that will be paid to the supplier by the Purchaser in consideration the supply, installation and maintenance of the items as prescribed in the contract. The issuance of this letter constitute the formation of the contract.

The letter of Acceptance should be sent to the successful bidder only after evaluation of Bids and after obtaining approval from the relevant authorities.

The following sample format may be used as a template. The template should be modified to suit the situation. The Procuring Entity is required to select only the applicable information or modify such information to suit

[Letter Head of the CSO] To: \_\_\_\_\_\_\_\_\_\_\_\_\_ [name and address of the Supplier]\_\_\_\_\_\_\_\_\_\_\_\_\_\_ This should notify you that your bid dated \_\_\_\_\_\_\_\_\_\_\_\_\_ for supply installation and maintenance of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the Contract and identification number] for the Contract price of \_\_\_\_\_\_\_\_\_\_\_\_ [name of currency]\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [amount in figures and words] as corrected in accordance with Instructions to Bidders and/ or modified by a Memorandum of Understanding, is hereby accepted. You are hereby instructed to precede with the execution of the said supplies in accordance with the Contract documents. The commencement Date shall be: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ [fill the date as per Conditions of Contract]. The amount of Performance Security is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [fill the amount as per Conditions of Contract]. The Performance Security shall be submitted on or before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[fill the date as per Conditions of Contract]. Authorized Signature: ............................................... Name and title of Signatory: .......................................... Name of Agency: ..........................................................