

**Award Letter Construction Project**

FIXONATE (PTY) LTD  
41 Brand Road,  
Midrand, 1682

OFFICE OF THE VICE CHANCELLOR  
FOR FACILITIES

Date

(010) 443-5919  
FAX 011 657-7433

Contractor's Name  
Address

Dear

This is to advise you of our intent to award you a contract for "Project No. BR-\_\_\_\_\_, Name of Project, Institution", in accordance with your bid of Date \_\_\_\_\_. The amount of your contract is R \_\_\_\_\_, based upon your base bid (or base bid plus/minus Alternate Nos. \_\_\_\_\_).

Enclosed are four sets of bond forms which you must have executed by your bonding company using the date of (Date \_\_\_\_\_), the same date as your contract. Three sets of these bonds should be forwarded back to this office within ten days.

We request that you have your insurance underwriter issue to you the insurance certificates and policies as called for in Article E-27 of your specifications. Please be sure that your insurance underwriter is aware of the contents of this Article E-27 and the Special Conditions so that he may comply exactly with the specifications.

Enclosed are three copies of your contract. Since your company is a corporation, we request you furnish us with a corporate resolution authorizing the person signing the contract to obligate the corporation in contractual matters. A copy of the Corporate Resolution form to be filled out is enclosed. Please sign all copies of this contract and forward them to (CBO/DPO) Institution, within ten days. He, in turn, will obtain President \_\_\_\_\_'s signature on each copy and return them to this office for further execution.

Sincerely,

\_\_\_\_\_  
Project Manager for Facilities

Enclosures

cc: President  
CBO  
DPO  
A/E  
Program Manager  
Construction File