

[Award of Customer Contract/Head Agreement]

Your ref : [contractor's reference] *[delete line if no reference given]*
Our ref : [DMS Document no]
Enquiries : [your name]
Telephone : [your telephone number]

[Name] *[title initial surname eg Mr B Citizen]*
[Title]
[Organisation]
[Street]
POSTAL CODE

Dear Mr/Mrs/Ms [Surname]

ADVICE OF ACCEPTANCE OF OFFER FOR REQUEST [REQUEST NUMBER] FOR [DETAILS AS PER TITLE OF REQUEST]

I refer to the "Preferred Respondent" letter dated [date]. *[only applicable if preferred respondent letter previously sent to Contractor – also include "now" in next paragraph]*

The [Department of Finance *or* name of public authority] is [now] pleased to accept your Offer for the above Request. Acceptance of this Offer constitutes an agreement between [name of contractor] *["trading as" if applicable]* (the 'Contractor') and the [Director General, Department of Finance *or* Accountable Authority Title, name of Public Authority].

The agreement is for the provision of [description of products/services, including a reference to the agreement being a panel arrangement if applicable] for a period of [number of years] year/s from [start date eg 1 July 20YY] to [finish date eg 30 June 20YY]. There are [number], one-year extension options, exercisable at the absolute discretion of the [Department of Finance *or*] name of Public Authority].

The following details have been accepted:

Price: [insert price details]

Price Basis: [price basis details]

Delivery: [insert delivery details]

- (d) A formal contract management plan will be utilised by the [Department of Finance *[or]* name of Public Authority] for the purpose of day-to-day management issues.*[delete this clause (d) if no CMP is to be developed by the Public Authority]*

[If any property belonging to the Public Authority is to be provided to the Contractor for the purposes of providing the Products and/or Services, it should be described below. Ideally all property should be individually listed, but where this is not appropriate or feasible, property can be grouped into descriptions.] In connection with the Head Agreement or Customer Contract, the Contract Authority and/or Customer has agreed to supply the Contractor with the following items of personal property (the 'Contract Authority's Property' or 'Customer's Property') which are or will soon be the subject of a security interest granted to or held by the Contract Authority or Customer under this Contract: *[add/delete rows as required]*

- [insert description of a particular item or group of items];
- [insert description of a particular item or group of items]; and
- [insert description of a particular item or group of items].

For further information please contact [Procurement Officer Name] on (08) 9XXX XXXX.

Yours sincerely

[Name of Accountable Authority or Delegate]*[for Agency Specific]*
[TITLE]

[date]

[OR]

[Name]*[for CUA & Group Buying Arrangements]*
[TITLE]*[the SSC delegations are listed in the Finance Delegation and Authorisation Framework]*

Under the Authority of the Director General

[Month YYYY]*[leave space for the day to be written]*