

Tender Acceptance Letter Example After Successful Bid Evaluation

[Your Company Letterhead]

Date: [Insert Date]

Reference No: [Insert Tender Reference Number]

To:

[Name of Winning Bidder/Company]

[Address of Bidder]

[City, State, Zip Code]

Subject: Acceptance of Tender for [Project Name/Description]

Dear [Contact Person's Name],

We are pleased to inform you that, following a thorough evaluation of all submitted bids for the above-mentioned project, your tender submitted on [Submission Date] has been deemed the most advantageous and is hereby accepted.

The contract shall be awarded under the following key terms and conditions:

- **Project Scope:** [Brief description of scope]
- **Contract Value:** [Contract Amount]
- **Commencement Date:** [Start Date]
- **Completion Date:** [Expected Completion Date]
- **Other Key Terms:** [Any additional relevant terms]

Kindly confirm your acceptance of this award by signing and returning the attached contract documents within [X] days of receipt of this letter. Upon completion of this process, further instructions regarding project kickoff and mobilization will be provided.

We look forward to a mutually beneficial relationship and successful execution of the project.

Yours sincerely,

[Your Name]

[Your Designation]

[Your Company or Organization Name]

[Contact Information]