

Date: [Insert Date]

To:

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Subject: Tender Acceptance for Supply and Delivery Agreement

Dear [Supplier's Name],

We are pleased to inform you that your tender submission dated [insert date of tender submission], in response to Tender No. [insert tender number] for the supply and delivery of [describe goods/services], has been successful.

After a thorough evaluation of your proposal against our requirements and selection criteria, we hereby accept your bid and offer you the contract for the supply and delivery agreement as per the terms and conditions outlined in the tender documents and your submitted proposal.

Highlights of the Agreement:

- Scope: [Briefly describe scope of supply and delivery]
- Delivery Schedule: [Specify agreed delivery schedule or reference tender document]
- Quality Standards: [State applicable standards or reference tender]
- Total Contract Value: [State agreed contract amount]
- Other terms and conditions: [List any other critical terms, if needed]

Please acknowledge acceptance of this contract by signing and returning the enclosed duplicate copy of this letter by [Insert deadline date], after which a formal agreement will be prepared for execution by both parties.

We look forward to a successful partnership and trust that you will fulfill your obligations to the highest standards as outlined in the contract documents. Should you require any clarification or further information, please feel free to contact [Contact Person] at [Contact Details].

Congratulations, and we appreciate your commitment to delivering quality goods/services to [Your Organization's Name].

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Organization's Address]

[Contact Information]