

Sample Letter to Accept Tender (Including Contract Terms and Conditions)

This sample letter to accept tender clearly communicates the acceptance of a tender offer while outlining the agreed-upon **contract terms and conditions**. It serves to confirm the mutual understanding between the parties regarding project scope, payment schedules, deadlines, and legal obligations, ensuring a transparent and binding agreement that facilitates smooth project execution and fosters professional trust.

[Your Company Letterhead]

Date: [Insert Date]

Ref: [Tender Reference Number]

To,

[Name of the Contractor/Supplier]

[Company Name]

[Address]

Subject: **Acceptance of Tender and Confirmation of Contract Terms**

Dear [Contractor's Name],

We are pleased to inform you that your tender dated [Insert Date of Tender] for [Project/Service Name/Description] has been accepted by [Your Company Name].

The contract will be governed by the following terms and conditions, as mutually agreed:

- Project Scope:** [Briefly describe the work/services/products to be provided as outlined in the tender documents.]
- Contract Price:** [State the total contract price or specify the pricing terms as per the tender acceptance.]
- Payment Schedule:** [Specify the milestone payments, timelines, or periodic payments as agreed.]
- Delivery Timeline / Completion Date:** [Insert agreed delivery dates, milestones, or completion deadlines for the project.]
- Quality Standards:** [Describe any quality or compliance requirements stipulated in the tender or contract documents.]
- Legal Obligations:** [State any compliance requirements, insurances, warranties, or other legal covenants.]
- Termination Clause:** [Outline the conditions under which the contract may be terminated by either party.]
- Other Terms:** [Mention any additional terms, such as penalties, confidentiality, dispute resolution method, etc.]

Please find enclosed the formal contract document for your signature. Kindly review the attached contract, sign, and return one copy to us to signify your acceptance of the above terms. Project commencement shall proceed following the execution of this agreement by both parties.

We look forward to a successful and mutually beneficial working relationship. Should you require further clarification, please feel free to contact us.

Yours sincerely,

[Your Name]

[Your Position/Designation]

[Your Company Name]

[Contact Information]