

Sample Letter to Successful and Unsuccessful Tenderers

Sample Letter to the Successful Tenderer

The Owners' Corporation of XXX Building

Date :

To: Tenderer

Tendering Result (For successful tenderer)

I refer to the tender submitted by your company for [description of the goods / services* required].

I am pleased to inform you that the Owners' Corporation has, after prudent consideration of your tender, decided to award the contract to your company. Please contact _____

[Name / post] of the Owners' Corporation at _____ to discuss the subsequent arrangements.

Stamp and Signature: _____

Name: _____

Chairman of
Management Committee of the Owners' Corporation

(*Delete as appropriate)

Sample Letter to Unsuccessful Tenderers

The Owners' Corporation of XXX Building

Date :

To: Tenderers

Tendering Result (For unsuccessful tenderers)

With reference to the tender submitted by your company for [*description of the goods / services* required*], I regret to inform you that your company has not been selected for the provision of the goods / services*. The selected company is _____.

If you have any queries, please contact _____ [*Name / post*] of the Owners' Corporation at _____.

Thank you for taking part in the tendering exercise.

Stamp and Signature: _____

Name: _____

Chairman of
Management Committee of the Owners' Corporation

(*Delete as appropriate)