Acceptance notice for PS contract

**Reference:**

Date

Name

Company

Postal address 1

Postal address 2

Postal address 3

Dear Sir/Madam

**Acceptance notice for professional services contract (Contract number)**

On behalf of NZ Transport Agency Waka Kotahi (NZTA), I advise that your tender to undertake the contract work described above and referred to in your tender for the sum of $XXXXX (amount in words) excluding GST, is accepted.

I also advise that (Name of Project Manager) of this office has been appointed Project Manager under this contract.

Your attention is directed to the need for early compliance with the requirements of Clause 6 of the General Conditions of Contract, and Clause 2.8(d) of the Special Conditions of Contract regarding obligations relating to insurances. Please provide certificates of insurance prior to commencing the contract works.

NZTA received <no.> conforming tenders. The range of prices of conforming tenders is from $XXXXX to $XXXXX excluding GST. <<Note: only include range information for price where three or more conforming tenders are evaluated>>.

The range of non-price attribute grades, supplier quality premiums and your own grade and supplier quality premium, as applicable, are as follows: <<Note: only include range information for non-price attributes and supplier quality premiums where three or more conforming tenders are evaluated. >>

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Range of grades or premiums** | **Own grade or premium** |
| Relevant experience |  |  |
| Track record |  |  |
| Relevant skills |  |  |
| Methodology |  |  |
| Supplier quality premium |  |  |

Yours sincerely

**Tender Secretary**

for <appropriate> Manager