

Letter of Acceptance

Note Please click + left of title 'Letter of Acceptance' to read Employers Instructions prior to issue of letter.

To: *[Name and address of tenderer]*

Regarding: *[Name of contract]*

Date: *[Input date]*

A Dhaoine Uaisle

I refer to your tender for the above Contract dated _____¹ (the **Tender**). Terms used in this letter that are defined in the Conditions of that Contract have the same meaning in this letter.

On the basis that the contract formed by acceptance of your Tender will consist of the documents set out below, I accept your Tender:

- ☐ This Letter of Acceptance
- ☐ The Agreement
- ☐ The Conditions of *[insert full name of selected contract form]*
- ☐ The Tender and Schedule appended² to this Letter of Acceptance
- ☐ Any Novated Design Documents
- ☐ The following post-tender clarifications³:

This is the Letter of Acceptance referred to in the Conditions.

The Contract Sum is _____ euro [excluding VAT/ including VAT at standard and zero rates only/ including VAT at standard, reduced and zero rates].⁴

I draw attention to your obligations in clause 9.1 of the Conditions about documents to be provided before the Starting Date.

Please return to me a copy of this letter acknowledging receipt as indicated below.

Is mise, le meas

Signed _____

On behalf of *[Name of Employer]*, duly authorised to accept the Tender

¹ Insert date of tender

² Ensure that Schedule is appended to the letter

³ Insert references to any post-tender clarifications

⁴ Keep the one that is relevant and delete the other two.

ACKNOWLEDGEMENT

We acknowledge receipt of this letter on _____ (date).

Signed _____
On behalf of [*Name of the Contractor*]