

(DRAFT LETTER OF AWARD FOR WORKS)

REF NO:

(DATE)

The Managing Director,
(NAME OF COMPANY)
(ADDRESS)

LETTER OF AWARD

(PROJECT TITLE)

This is to notify you that following your emergence as the most Responsive and Qualified Bidder in the **(procurement process adopted)** process for the above stated project; **(name of MDA)** has approved the award of the Contract for the **(Project Title)** to your Company at the contract price of **(Contract sum in number and in words)** only.

Further to the above, please note the following conditions:

1. Payment Terms: Payment shall be based on the following terms:
 - a. 40% Advance payment of the contract sum upon submission of **(Advance Payment Guarantee / Advance Payment Bond)** acceptable to the State.
 - b. Balance Payment shall be based on certified measured work by **(Name of MDA)**
 - c. 5% of the contract sum as retention for liability/ defect period.
2. Deduction of applicable Statutory Taxes (e.g. Value Added Tax, Withholding Tax, Stamp Duty, Development Levy e.t.c as applicable)
3. Payment of Agreement fee to the Lagos State Ministry of Justice being **(0.25%/0.50%)** of the contract sum and Administrative fee to the Lagos State Public Procurement Agency being 0.25% of the contract sum **(The contractor may request in writing that this payment be deducted from the advance payment payable for the contract)**
4. Submission of an unconditional Advance payment Bank Guarantee (APG) from a reputable Commercial Bank or an Insurance Bond issued by an institution acceptable to the State. **(Dependent on 1A above)**
5. Submission of an unconditional Performance Guarantee/Bond from a reputable Commercial Bank/Insurance firm covering 10% of the total contract Sum.
6. Completion Period: **(indicate completion period)**
7. Letter of acceptance to be forwarded to **(Name of MDA)** within a week of receipt of this letter.
8. Execution of a contract Agreement as approved by the Lagos State Ministry of Justice.

Please note that obligations of either party shall take effect upon your fulfilment of the above stated conditions.

Kindly liaise with the Procurement Office of the **(Name of MDA)**, for further clarification or enquiries on the contract.

Congratulations.

(Name of Accounting Officer)
(Designation of Accounting Officer)

(DRAFT LETTER OF AWARD FOR GOODS)

REF NO:

(DATE)

The Managing Director,
(NAME OF COMPANY)
(ADDRESS)

LETTER OF AWARD

(PROJECT TITLE)

This is to notify you that following your emergence as the most Responsive and Qualified Bidder in the **(procurement process adopted)** process for the above stated project; **(name of MDA)** has approved the award of the Contract for the **(Project Title)** to your Company at the contract price of **(Contract sum in number and in words)** only.

Further to the above, please note the following conditions:

1. Payment Terms: Payment shall be based on the following terms:
 - a. 40% Advance payment of the contract sum upon submission of **(Advance Payment Guarantee / Advance Payment Bond)** acceptable to the State.
 - b. Balance Payment payable upon satisfactory delivery **(Name of MDA)**
2. Deduction of applicable Statutory Taxes (e.g. Value Added Tax, Withholding Tax, Stamp Duty, Development Levy e.t.c as applicable)
3. Payment of Agreement fee to the Lagos State Ministry of Justice being (0.25%/0.50%) of the contract sum and Administrative fee to the Lagos State Public Procurement Agency being 0.25% of the contract sum **(The contractor may request in writing that this payment be deducted from the advance payment payable for the contract)**
4. Submission of an unconditional Advance payment Bank Guarantee (APG) from a reputable Commercial Bank or an Insurance Bond issued by an institution acceptable to the State. **(Dependent on 1A above)**
5. Warranty Certificate to support all supplies **(applicable to equipment and vehicles)**
6. Completion Period: **(indicate completion period)**
7. Letter of acceptance to be forwarded to **(Name of MDA)** within a week of receipt of this letter.
8. Execution of a contract Agreement as approved by the Lagos State Ministry of Justice.

Please note that obligations of either party shall take effect upon your fulfilment of the above stated conditions.

Kindly liaise with the Procurement Office of the **(Name of MDA)**, for further clarification or enquiries on the contract.

Congratulations.

(Name of Accounting Officer)
(Designation of Accounting Officer)

(DRAFT LETTER OF AWARD FOR CONSULTING SERVICE)

REF NO:

(DATE)

The Managing Director,
(NAME OF COMPANY)
(ADDRESS)

LETTER OF AWARD

(PROJECT TITLE)

This is to notify you that following your emergence as the most Responsive and Qualified Bidder in the **(procurement process adopted)** process for the above stated project; **(name of MDA)** has approved the award of the Contract for the **(Project Title)** to your Company at the contract price of **(Contract sum in number and in words)** only.

Further to the above, please note the following conditions:

1. Payment Terms: Payment shall be based on the following deliverables:
(Indicate payment terms as stipulated in the Terms of Reference)
2. Deduction of applicable Statutory Taxes (e.g. Value Added Tax, Withholding Tax, Stamp Duty, Development Levy e.t.c as applicable)
3. Payment of Agreement fee to the Lagos State Ministry of Justice being (0.25%/0.50%) of the contract sum and Administrative fee to the Lagos State Public Procurement Agency being 0.25% of the contract sum **(The contractor may request in writing that this payment be deducted from the advance payment payable for the contract)**
4. Submission of an unconditional Advance payment Bank Guarantee (APG) from a reputable Commercial Bank or an Insurance Bond issued by an institution acceptable to the State. **(Dependent on 1 above)**
5. Completion Period: **(indicate completion period)**
6. Letter of acceptance to be forwarded to **(Name of MDA)** within a week of receipt of this letter.
7. Execution of a contract Agreement as approved by the Lagos State Ministry of Justice.

Please note that obligations of either party shall take effect upon your fulfilment of the above stated conditions.

Kindly liaise with the Procurement Office of the **(Name of MDA)**, for further clarification or enquiries on the contract.

Congratulations.

(Name of Accounting Officer)
(Designation of Accounting Officer)

(DRAFT LETTER OF AWARD FOR NON-CONSULTING SERVICE)

REF NO:

(DATE)

The Managing Director,
(NAME OF COMPANY)
(ADDRESS)

LETTER OF AWARD

(PROJECT TITLE)

This is to notify you that following your emergence as the most Responsive and Qualified Bidder in the **(procurement process adopted)** process for the above stated project; **(name of MDA)** has approved the award of the Contract for the **(Project Title)** to your Company at the contract price of **(Contract sum in number and in words)** only.

Further to the above, please note the following conditions:

1. Payment Terms: Payment shall be based on the following deliverables:
(Indicate payment terms as stipulated in the Terms of Reference)
2. Deduction of applicable Statutory Taxes (e.g. Value Added Tax, Withholding Tax, Stamp Duty, Development Levy e.t.c as applicable)
3. Payment of Agreement fee to the Lagos State Ministry of Justice being (0.25%/0.50%) of the contract sum and Administrative fee to the Lagos State Public Procurement Agency being 0.25% of the contract sum **(The contractor may request in writing that this payment be deducted from the advance payment payable for the contract)**
4. Submission of an unconditional Advance payment Bank Guarantee (APG) from a reputable Commercial Bank or an Insurance Bond issued by an institution acceptable to the State. **(Dependent on 1 above)**
5. Completion Period: **(indicate completion period)**
6. Letter of acceptance to be forwarded to **(Name of MDA)** within a week of receipt of this letter.
7. Execution of a contract Agreement as approved by the Lagos State Ministry of Justice.

Please note that obligations of either party shall take effect upon your fulfilment of the above stated conditions.

Kindly liaise with the Procurement Office of the **(Name of MDA)**, for further clarification or enquiries on the contract.

Congratulations.

(Name of Accounting Officer)
(Designation of Accounting Officer)