

**STANDARD CONTRACT AWARD LETTER (SUB OJEU THRESHOLD) –
EXAMPLE ONLY – REQUIRES TO BE TAILORED TO THE SPECIFICS OF EACH
PROCUREMENT**

Dear Sirs

**ORKNEY ISLANDS COUNCIL CONTRACT FOR [SUBJECT MATTER OF THE
CONTRACT]**

On behalf of and as authorised by Orkney Islands Council we are writing to accept your tender dated [insert date], in respect of the provision of [subject matter of the contract].

The following documents shall be deemed to form and to be read and to be construed as part of the Contract:

1. Orkney Islands Council's Invitation to Tender dated [insert date];
2. The Form of Tender [insert date];
3. The Council's Specification (as defined in the Invitation to Tender dated [insert date]);
4. The Conditions of Contract (as defined in the Invitation to Tender dated [insert date]);
5. Your tender dated [insert date];
6. [add details of any further documents that require to be included as part of the contract e.g. any clarifications];
7. This letter of acceptance.

Please sign the enclosed copy of this letter as soon as possible, and return it to [insert details] at the above address. Signature by you will act as an acknowledgment of receipt of this Contract award letter and acknowledgment that the Contract has been entered into as set out in this letter.

Yours faithfully

[insert name]
[insert designation]

We acknowledge receipt of and acceptance of Orkney Islands Council's acceptance letter dated [insert date]

Signed for and on behalf of [insert contractors name]

_____ Signature

_____ Print Name (Director/Secretary/Authorised Signatory*)

_____ Signature

_____ Print Name (Director/Authorised Signatory*)

*Delete as appropriate (please note that this letter requires to be signed by either (i) two Directors; OR (ii) a Director and the Secretary; OR (iii) two Authorised Signatories).

_____ (date) _____ (place of signing)