*[Goods and services procurement templates - letter - preferred Respondent]*

Your ref: [Insert supplier reference]*[delete line if no reference]*

Our ref: [Insert file no]

Enquiries: [Insert name]

Telephone: [Insert telephone number]

Email: [Insert email address]

[Title] [Full name]

[Position]

[Name of organisation]

[Street address]

[Suburb State Postcode]

Dear [Title] [Surname]

# Preferred Respondent

**Request [Number] for** **[Details as per title of Request] (the Request)**

*[If the Request is for a new CUA, in this letter:*

* *complete the ‘****State Agency name****’ placeholders with either the ‘Department of Finance’ or the ‘Procurement Executive Body’, depending on which entity has been named in the Contract Authority section in the Request; and*
* *complete the ‘****Accountable Authority Title, State Agency name****’ placeholder in paragraph 3 below with either ‘the Chief Executive Officer of the Department of Finance (Director General)’ or ‘the Procurement Executive Body’.]*

*For all other procurements the ‘****State Agency name****’ will be the department name or, for a statutory authority or other body corporate, the name specified in the relevant enabling legislation. The ‘****Accountable Authority Title****’ will be the Director General (of a department) or the person or body determined in accordance with section 3 of the Financial Management Act 2006 (WA).]*

The [State Agency name] is pleased to advise that [preferred Respondent name] has been selected as [the/a] preferred Respondent for the above Request.

However, before an acceptance of your Offer can be considered, *[insert appropriate text relating to the relevant issues – examples provided on following page – these are a guide only]*.

You are also advised that unless and until a formal acceptance is duly executed by the [Accountable Authority Title, State Agency name*, e.g. Director General, Department of [Insert Name]*], there is no legal relationship and no contract shall exist between the parties in respect of the above requirement[s] and neither party shall have or make any action, suit, claim, demand or proceedings at law or in equity against the other for any loss, injury, damage, compensation, costs or expenses or otherwise whatsoever in respect of or in consequence thereof.

If you wish to further discuss the contents of this letter, please contact [procurement officer’s name] on (08) [phone number].

Yours sincerely

[Name of Authorised Officer]

[Position]

[Day Month Year] *[leave space for day to be written]****Example 1 - Documentation to be provided (e.g. insurance certificates)***

the [State Agency name] requests that the following documentation be provided within 14 days from the date of this letter:

(a) a copy of your organisation’s current public liability insurance for a sum of not less than $[amount]; and

(b) a copy of your organisation’s current professional indemnity insurance for a sum of not less than $[amount].

Copies of the documentation should be emailed, as attachments, to [procurement officer’s name] at [procurement officer’s email address].

*Example 2 – Preferred Respondent to accept a proposal (which may have already been discussed)*

the issue of the contract payment methodology must be resolved to the satisfaction of [State Agency name].

It is proposed that [preferred Respondent name] will receive contract payments as follows:

(a) [preferred Respondent name] shall present the Customer with consolidated invoices, on either a fortnightly or monthly basis, for all work carried out under this contract during that period by [preferred Respondent name] or any subcontractor; and

(b) [insert any other requirements, if applicable].

If you agree with the above proposal, please email your acceptance, as an attachment in the form of a PDF file letter, to [procurement officer’s name] at [procurement officer’s email address] by [date].

##### *Example 3 – Requirement to negotiate issues with preferred Respondent*

there are a number of issues that will require resolution to [State Agency name]’s satisfaction.

These issues relate to:

(a) execution of a lease document;

(b) proposed conditions of contract; and

(c) signing of a service level agreement.

A representative from the [State Agency name] will contact you in the next few days to enable the commencement of the negotiations.