

The Owners Corporation of XXX Building

Date :

To: Tenderer

Tendering Result (For successful tenderer)

I refer to the tender submitted by your company for [description of the goods / services* required].

I am pleased to inform you that the Owners Corporation has, after prudent consideration of your tender, decided to award the contract to your company. Please contact _____

[Name / post] of the Owners Corporation at _____ to discuss the subsequent arrangements.

Stamp and Signature: _____

Name: _____

Chairman of
Management Committee of the Owners Corporation