

(This Letter of Award should be issued on the Ministry's letterhead)

REF NO:

DATE:

(Name of Consultant)

(Address of Consultant)

NOTIFICATION OF AWARD FOR CONSULTANT

This is to notify you that your Request for proposal dated *[insert date]* for *[name of project/contract]* for the Contract sum of *[amount in figures and in words]*, in accordance with the Financial Proposal submitted and Negotiated is hereby accepted by *[name of Procuring Entity]* on the following terms and conditions:

1. Payment Mode : As stipulated in the Term of Reference (TOR) for the assignment :
.....
2. Delivery Period/Time :
3. An unconditional Advance Payment Bank Guarantee or Insurance Bond issued by an institution acceptable to the State. -----
4. Agreement fee payable to the Lagos State Ministry of Justice: 0.5% of contact Price in the sum of the agreement or lower in some cases
5. Administrative fees payable to the Lagos State Public Procurement Agency (0.25%) of contract price
6. Execution of a contract agreement prepared by the Lagos State Ministry of Justice.
7. Deductions of statutory levies.
8. Letter of acceptance to be forwarded to *(insert MDA)* within a week of receipt of this letter.
9. Evidence of registration/renewal with the State Government (PPA).

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 *(insert MDA)* for further clarification or enquiries on the contract.

Congratulations.

(insert name of Accounting Officer)

(insert designation of Accounting Officer)

