Date

Name of bidder

Address of bidder

Attn: Name of OPI

Re: Project Name - RFP #

Dear Mr./Ms. Name of OPI,

We thank you for your bid dated insert date bid was received in the amount of $ insert amount of bid. We are pleased to advise you that you have been selected as a successful bid.

Please obtain and submit the following documents as specified in the bid documents as soon as possible and before commencing activities related to this RFP:

1. Insert required documents
2. Insert required documents
3. Insert required documents

CFMWS/Base/Wing/Unit accepts the contract price of $ insert bid price in Canadian dollars, excluded value added taxes based on the requirements stipulated in the bid documents originally provided, along with any additional information or adjustments made.

The formal contract documents are being updated and will be submitted to you shortly for execution.

The project start up meeting is being held insert date and time. Please confirm your attendance along with the required documentation as soon as possible.

Regards,

Name of Contracting Authority

Title of Contacting Authority

CFMWS/Base/Wing/Unit

Telephone Number/Cell Phone Number/Fax Number