

Date

Contractor Details

Dear NAME,

RE: Notice of Successful Tender ('Acceptance of Tender')

Southern Queensland Correctional Precinct Stage 2

Tender No. 123456

Trade: FF&E

We hereby wish to advise you that **COMPANY** have been successful in their tender and as such have been awarded the **General FFE** works for the Southern Queensland Correctional Precinct Stage 2 project.

Therefore, could we please ask that you complete the following within 14 days of the date of this letter:

- (1) Print two original copies of the **attached** subcontract agreement, execute pages 95 and 218, and initial each page in the bottom right corner.
- (2) Scan and return an electronic copy back to myself via SUBCONTRACT SPECIFIED PLATFORM, and registered post the originals to the following address:

**Attention: CONTRACTS
ADMINISTRATOR
HEAD OFFICE DETAILS**

- (3) Contact to commence the onboarding process.

Please submit a construction program meeting the requirements detailed in Clause 33.2 of the Subcontract within 14 days of the date of Subcontract.

Thank you for your efforts to date, and we look forward to working with you on the project.

Regards,

NAME

Contract Administrator

Southern Queensland Correctional Precinct Stage 2

COMPANY