

APPENDIX 7.1 SAMPLE LETTER TO SUCCESSFUL CONSULTANT

Date

Dear Sirs,

Agreement No. CE XX/XX

I wish to inform you that based on your Technical and Fee Proposals, you have been selected for the award of the above Agreement.

Please find enclosed the following set of the draft Agreement documents for your reference :-

- (a) Memorandum of Agreement;
- (b) Brief;
- (c) General Conditions of Employment;
- (d) Special Conditions of Employment; and
- (e) Schedule of Fees.

I should be grateful if you would confirm in writing your agreement to the draft Agreement documents, or let me have your proposed amendments, if any.

Upon your confirmation, your authorised representatives are requested to come to my office at (time) on (date) for the purpose of executing the Agreement. You are now required to confirm to me the names of your representatives who will sign and witness the Agreement on behalf of your Company.

You are also required to submit documentary proof of the following to me before entering into the Agreement :-

- (a) requirements for a limited liability company to enter into the Agreement, ie. the majority of the voting power in meetings of the company shall be held by directors who are consulting engineers (or equivalent professionals of associated professions);
- (b) insurance cover as stipulated in Clause ___ of the _____ Conditions of Employment (*please specify*); and
- (c) authority of your nominated representatives to sign the Agreement on your behalf.

You are reminded of the following obligations :-

- (a) Prevention of Bribery as stipulated in Clause ___ of the _____ Conditions of Employment (*please specify*);
- (b) Confidentiality as stipulated in Clause ___ of the _____ Conditions of Employment (*please specify*); and

- (c) Conflict of Interest and debarring as stipulated in Clause ___ of the _____ Conditions of Employment (*please specify*).

A copy of the Summary of Technical and Fee Proposals with the assessment results is also enclosed for your information.

Yours faithfully,

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c.c. Secretary, Consultants Review Committee of the Department