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Letter of Award / Acceptance of Tender

Tells the chosen contractor they have won the job, on what terms, and what to do next

Date	23-Nov-2026	**Our ref.**	LOA/2026/05
To	The Managing Director, Example Builders Ltd	**Address**	10 Ahmadu Bello Way, Kaduna

SUBJECT

AWARD OF CONTRACT FOR THE CONSTRUCTION OF A 4-BEDROOM BUNGALOW AT PLOT 27, UNITY LAYOUT, LUGBE, ABUJA

LETTER

Following your tender dated 2 November 2026 and our subsequent discussions, we are pleased to award you the contract for the works above on the terms below.

Contract sum (₦)	₦46,800,000	**Contract sum in words**	Forty-six million, eight hundred thousand naira only
Contract period	30 weeks	**Site possession**	07-Dec-2026
Completion date	05-Jul-2027	**Defects liability period**	6 months
Retention	5% of each payment, half released at completion, half after defects period	**Advance payment**	20% against an advance payment guarantee
Liquidated damages	₦50,000 per week of delay, max 5% of contract sum		

CONTRACT DOCUMENTS (IN ORDER OF PRIORITY)

- This letter of award and your written acceptance
- Conditions of contract (to be signed within 14 days)
- Priced Bill of Quantities (your tender, as corrected)
- Drawings and specification listed in the tender
- Your programme of works

BEFORE YOU START, PLEASE

- Confirm acceptance by signing and returning a copy of this letter within 7 days.
- Submit the advance payment guarantee, Contractor's All Risk insurance and your detailed programme.
- Attend a pre-start meeting on site on 4 Dec 2026 at 10:00am.

This award is subject to the signing of the formal contract. No work should start before site possession.

For the client / employer

Name:

Date:

ACCEPTANCE

We accept the award of contract on the terms stated above.

For the contractor

Name:

Date:

Free template from NigeriaBuildingCost.ng. Rates are indicative (Nov 2026) — check current prices in your location before relying on any figure.
Faster option: use the free Bid workspace — track tenders you're bidding for at https://nigeriabuildingcost.ng/bids