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## How to write an acceptance letter for a tender submission

### Tender acceptance letter template. Tender acceptance email. How do you write an acceptance letter for a tender.

In big-scale work, when companies have a project to get done, they don't contact individual contractors on their own. Instead, the protocol is to make a tender offer to anyone interested and it is equally available to all the eligible professionals. This tender includes the nature of the project a company is looking to get executed through a second or third party with all the necessary details for instance a timeline and expectations during the whole process. All the fundamental clauses are written on it and usually, they are not subject to change. Since this tender is made public through multiple mediums with a maximum public reach like newspapers, magazines of the related niche, the official website of the company, and sometimes even radio is used for such a purpose. Generally, organizations and freelance workers are always hunting for tenders, so they are well-informed keeping themselves updated on the hot opportunities in the industry. Once they see the tender offer made, they rush to go through it and if they believe they can carry out the assignment, they apply for the opportunity right away. Mostly, such workers have a rough sketch of a proposal ready as in response to tenders. A lot of companies have hired a team to hunt for tenders they can work on and the major goal of this team is to win as many tenders offer as it can in a month. Now, if you are an individual or an employee holding such a position, it should be your passion to respond to tender offers as quickly yet as smoothly as you can. The best way to opt for this is by writing a response letter to the tender offer. In this letter, you may write about how you have read the tender and why are you interested in it. Mention how the services you provide are quite relevant to the project the company is offering. A bit introduction to your credentials to prove you are the right fit for this job won't hurt you. Also, showing promise can increase your chances of acceptance. Following is a draft of the acceptance letter for the tender offer. John Paul,Marketing Executive, Johnson Brothers, Skyline Works would like to bring it into your attention that we are overwhelmed to receive your tender offer. We have gone through all the clauses alongside the terms & conditions and we believe with the outstanding services of our team of experts, your project can be executed the way you want it. Our top-notch professionals will show vigilance and devotion in carrying out the project.

#### Sample Non-Acceptance Letter

DATE: \_\_\_\_\_  
NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY: STATE ZIP: \_\_\_\_\_  
Dear \_\_\_\_\_,  
Thank you for your interest in becoming a volunteer with Ohio State University Extension. XXXX program in XXXX County. After reviewing all information submitted through the selection process, we are unable to accept you as a volunteer with the O.S.U. Extension XXXX County program at this time.  
It is our intent, throughout the selection process, to select individuals who possess the ability and capacity to meet demands in volunteering skills, knowledge, and attitude. We are unable to accept you as a volunteer with the O.S.U. Extension XXXX County program at this time. We appreciate your interest and we hope you will continue to be a positive representative of O.S.U. Extension programs.  
Sincerely,  
Extension Agent  
cc: County Chair

Skyline Works has the power and dedication to bring forth the desired outcome. We are enclosing our proposal for this project within this letter and we would love to hear your feedback on it. Should you have any queries on the subject matter, please feel free to contact us at [X] and [email] during the working hours. With strong and clear communications, we can elicit the results you want. Sincerely, Jeremy McLellan,Sales and Marketing,Skyline Works A tender offer is an official notice of request by a company or an organization to ask the contractors to bid and prepare a proposal for their project. If you, as an individual or as a part of an organization, have some reputation and are considered the experts of a specific task, there are higher chances of companies sending you tender offers specifically. This tender offer can either be a request to sell your stocks or to provide your services to them in return for some money. Once you have received the tender letter, the ball is in your court and you can either reject the offer or accept it depending upon your circumstances and your willingness to bid for the tender.

#### (ON THE LETTER HEAD OF THE TENDERER) TENDERING LETTER FROM TENDERER FORM

Date: \_\_\_\_\_  
TO: The General Manager  
Security Paper Mill,  
Hoshangabad - 461005 (MP)

Dear Sir,

Sub: Submission of Tender for providing consultancy services for (a) Civil, Electrical, Mechanical Engineering and other Utilities and for Supervision of Supply, Installation, Commissioning and Risk Management of one line CWPL Paper Making Machine, and (b) for modification, Modification, Overhauling of Existing Paper making facilities at SPM, HOISHANGABAD

We have carefully examined all the tender documents including main terms and conditions (Annexure-2) and I have the undersigned hereby submit the tender for the above cited work with price bid in conformity with the said Tender documents. We undertake that if our tender is accepted, we will commence the work immediately and complete the same within 22 months from the date of issue of Letter of Intent/Work Order.

If our tender is accepted we will submit DD/FDR/Guarantee from a bank for a value equivalent to 10% of the contract price as Security Deposit for the due performance of the work to the fullest satisfaction of SPM.

We agree to abide by this tender for a period of 180 days from the date fixed for the opening of tender and it shall remain binding upon us and may be accepted at any time before the expiration of this period. We further undertake that if required by SPM, we shall extend the validity period as required by SPM.

Until and unless a formal agreement is prepared and executed, the tender documents, together with its addition if any, LOR, Your written acceptance shall constitute a binding contract between us and SPM.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2010  
Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
[In the capacity of] \_\_\_\_\_  
Duly authorized to sign tender for and on behalf of \_\_\_\_\_

In case you want to accept the tender offer, you are supposed to let the sending party know of your decision.



Various Originals, Ideas & Designs  
P O Box  
California  
94119  
www.v-i-d.com  
v-i-d.com  
David Binigini  
415

Office of the Governor of California  
Attention: California Quarter Design  
State Capitol Building  
Sacramento  
California  
95814

Dear Committee,

First of all I wish to thank all of you and the U.S. Mint for the opportunity to have my design represent California in the State Quarter Program.

Enclosed is my design "A Golden Moment".

As with all of the fifty United States of America, there are too many significant events and items of importance to fit onto one coin. As a result I chose to show the moment of a dream realized, one that many men and women had, one that catapulted California into stardom, the one that resulted in the Gold Rush.

Incorporated within "A Golden Moment" are many of the beauties that are California--The soaring eagle, free above the majestic mountains--the crystal ribbon water falls flowing from mountains to lakes and ocean--the wild prairie focused on the survival of the best--the enduring giant sequoias, holding the history of times before--the elegant golden poppies whose petals are pleasantly soft to the touch, with colors abundantly hopeful even on the gloomiest day--the dreamer in each and every one of us--and the wonder of a dream coming true.

I hope you find my design a beautiful representation of the ideals of our state's past, present and future, which I believe are all "A Golden Moment--E Pluribus Unum" (from many, one).

Sincerely,

David Binigini  
20021025

Some notes concerning my design:

- As with many other states, such as Vermont, New York, Ohio and Massachusetts, I fashioned my design to extend into the area reserved for inscription. Doing so elegantly incorporates the necessary text into the work of art.
- You may find my experience in graphic design and 3D sculpt creation for coinage dies useful, and I will be honored if you choose to utilize my skills throughout the stages of development.

Enclosed:

- Black ink print of coin simulation--"A Golden Moment"
- Black ink print of coin simulation within template--"A Golden Moment"
- Black ink print of illustration--"A Golden Moment"
- Release Form for "A Golden Moment"
- My resume
- Postcard featuring other medallions that I have designed and sculpted

The best way to do so is by sending them an acceptance letter. In such a letter you can formally accept their offer for tender and can also express your gratitude regarding getting the offer. This letter is not only a speaking proof of your professionalism and work ethics but is also a representation of your excitement and passion upon receiving the tender. Writing such a letter can seem like a tricky task at times. Mostly, tender offers are accepted or rejected in person and this is why there is no well-known pattern to carry out such sort of coordination via written tools. In case you have personally received a tender offer or have been asked by your boss to write an acceptance letter in response to the tender offer your office has received, you must know the basics of writing such a letter. Given below is a general pattern that can help you understand the basics of such a letter. You can either use it as it is or can edit it to best suit your purpose. To, Communications Manager,Manchester Construction Company, Fifth Sq. Avenue, New Manchester Cover letters are always a sign of good business conduct / etiquette. While submitting bidding documents to the tender-inviting company, the bidder should write an impressive cover letter with it to offer and convey their interest to take the job/project and showcase in brief why they should be the chosen one.In the following letter - the "Date" at the beginning is essentially the date of the letter drafted and printed and submitted to the officer for signature and the "Date" at the end is the date when that officer signed the letter.It is not mandatory to have both dates in the letter. You can write only one of them.(To be printed on the letterhead of the bidder)Ref: ..... Date: .....(Name of the Organization)Kind Attn: (Name of the Officer), (Designation)Sub: Our bid/offer submission for the ..... dated .....We are herewith submitting our Bid documents against the Tender floated by your organization bearing no. .... dated ..... We are willing to offer our services to carry out the work specified in the said Tender document.We have gone through the following documents and information made available by you along with the tender document and we hereby agree to abide ourselves with the terms and conditions mentioned therein.(1) Notice Inviting Tender (NIT)(5) Letter of Undertaking(6) Performance Bank guarantee terms(7) Integrity pact/agreementWe understand and acknowledge that:(a) Your organization reserves the right to reject any or all bids including ours without assigning any reasons for it and we hereby waive our right to challenge the same in future.(b) Your organization is not bound to accept the lowest bid received by you.(c) If our bid is accepted, we shall be required to execute all the works mentioned in the Tender document and comply with the terms and conditions of the contract, a draft of which was attached along with it.The Tender forms duly filled in and signed by the authorized representatives of our organization are enclosed herewith along with a Demand Draft (DD) towards the Earnest Money Deposit. (EMD) for a sum of (amount).We strongly hope that our bid will be considered positively. We are a reputed company; our employees and staff show a great deal of commitment towards the work of our clients.We look forward to associate with your organization.For (Name of the Company), A tender acceptance letter is a formal document that is written by the supplier to the company when he accepts the request letter of the company. This letter is written upon receiving the request letter. It should be stated in the letter that it is being written because the supplier has found the quotation of the company to be feasible. The tender acceptance letter is also a formal document, and it also needs to be drafted by keeping all the main points in consideration which are important for writing formal letters. A person writing the acceptance letter should understand the fact that writing the letter with appropriate details is crucial for his business to be successful.

(To be printed on the letterhead of the bidder)

Ref: \_\_\_\_\_ Date: \_\_\_\_\_

To  
(Name of the Organization)  
(Complete Address)  
(Tel. No. / Email)

Kind Attn: (Name of the Officer), (Designation)

Sub: Our bid/offer submission for the \_\_\_\_\_ work  
Ref: Your Tender specification no. \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir/Madam,

We are herewith submitting our Bid documents against the Tender floated by your Company bearing no. \_\_\_\_\_ dated \_\_\_\_\_ We are willing to offer our services to carry out the work specified in the said tender document.

We have gone through the following documents and information made available by you along with the tender document and we hereby agree to abide ourselves with the terms and conditions mentioned therein.

- (1) Notice Inviting Tender (NIT)
- (2) Price Bid
- (3) Contract clauses
- (4) General Forms
- (5) Letter of Undertaking
- (6) Performance Bank guarantee terms
- (7) Integrity pact/Agreement
- (8) Indemnity agreement

We understand and acknowledge that;  
(a) Your company reserves the right to reject any or all bid including ours without assigning any reasons for it and we hereby waive our right to challenge the same in future.  
(b) Your company is not bound to accept the lowest bid received by you.  
(c) If our bid is accepted, we shall be required to execute all the works mentioned in Tender document and comply with the terms and conditions of the contract, draft of which was attached along with it.

The Tender forms duly filled in and signed by the authorized representatives of our organization are enclosed herewith along with a Demand Draft (DD) towards the Earnest Money Deposit (EMD) for a sum of \_\_\_\_\_(amount).

We strongly hope that our bid will be considered positively. We are a reputed company, our employees and staffs show a great deal of commitment towards the work of our clients.

We look forward to associate with your organization.

Sincerely,

For (Name of the Company),

Signature  
(Name of the Officer)  
(Designation)  
(Department Name)

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

The dealing between the supplier and the company will not go well if the supplier does not communicate well through the tender acceptance letter. Below are some basic guidelines to be followed for writing the tender acceptance letter: Start the letter by letting the recipient know that you have received his tender request letter, and you have liked the offer made by the recipient. It should be made clear at the start that you are accepting the tender request and are willing to work with the company. Mention the date on which you will be ready to supply your products to the company. Write the letter positively by telling the recipient that you have accepted the request because you are looking forward to a great time to spend with the company. End the letter with good wishes and hopes. The tone of the letter should be firm that should make the recipient feel that you are writing with firmness and tenderness. Refer to the request that was made to you for submitting the bid and then reply to that request in an appropriate way. End the letter by emphasizing on your decision to accept the request again so that you can reaffirm your decision. Dear Ms. Sarah, I am pleased to write this letter and inform you about the acceptance of [X]'s tender submitted on 5th December 2020 against the tender notice [X] of ABC Limited, posted on 14th November 2020. You have been selected as a construction firm for building our new mall for the [X] project. We need to finalize the terms and conditions as well as complete the contract signing and other formalities. Let us know your availability in the next week for a meeting. Kindly, email the filled-in commitment form and the list of documents (attested photocopies) mentioned in the tender notice. Let us know if you need any details on [X]. We look forward to having a long-term relationship with your company. Regards, Peter Robert. File: Word (.docx) 2007+ and iPad Size 21 Kb | Download Dear Mr. Steven, We are glad to inform you about your tender acceptance for office furniture submitted on 7th October 2020, against our tender notice [X], posted on 8th September 2020. We are shifting in our new office on 1st January 2020, because of which we will be needing all the office furniture till 29th December 2020, to have a margin for the seating arrangements. If it is convenient for you, let us have a meeting on Wednesday, next week, i.e. 5th November 2020, to finalize all the terms and conditions, and complete the formalities. We would appreciate it if you supply the first batch of the office desks in November 2020. Kindly, send the filled and signed commitment form and let us know if you need any details at [X]. Regards, Ross James. File: Word (.docx) 2007+ and iPad Size 23 Kb | Download