

## Notice to Tenderers and Owners/Occupants

### (i) Notice to Owners/Occupants

Date :

To : Owners / Occupants

#### Resolution on the Selection of Consultant/Contractor\*

I refer to the tendering exercise held recently for \_\_\_\_\_ at our building.

After careful consideration, it was resolved that the contract would be awarded to **[Name of the Company]**, reason(s) being :

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Stamp and Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Chairman

Management Committee of the Owners' Corporation

(\*Delete as appropriate)

**(ii) Notice to Successful Tenderer**

Date :

To : Tenderer

**Tendering Result (For successful tenderer)**

I refer to the tender submitted by your company for \_\_\_\_\_at our building. I am pleased to inform you that the Owners' Corporation has, after prudent consideration of your tender, decided to award the contract to your company. Please contact **[Name / post]** of the Owners' Corporation at \_\_\_\_\_to discuss the subsequent arrangements.

Stamp and Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Chairman

Management Committee of the Owners' Corporation

**(iii) Notice to Unsuccessful Tenderers**

Date :

To : Tenderer

**Tendering Result (For unsuccessful tenderer)**

With reference to the tender submitted by your company for \_\_\_\_\_  
at our building, I regret to inform you that your company has not been selected for the project. The  
selected company is \_\_\_\_\_.

If you have any queries, please contact **[Name / post]** of the Owners' Corporation at \_\_\_\_\_

Thank you for taking part in the tendering exercise.

Stamp and Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Chairman

Management Committee of the Owners' Corporation