



## Mekong River Commission

For Sustainable Development

No. L-MRCS (AD) .../(year)

18 November 2020

### NOTIFICATION OF CONTRACT AWARD

Dear \_\_\_\_\_,

I am pleased to inform you that your Bid, detailed below, has been accepted.

<b>Bid Reference</b>	RFP-.....
<b>Subject of Procurement:</b>	
<b>Date of Bid:</b>	
<b>Contract Award amount:</b>	
<b>Identification of Bid items excluded from contract award:</b>	
<b>Correspondence included in this Award:</b>	
<b>Special notes:</b>	

We will prepare the contract and send for signatures by both sides.

Please confirm the receipt of this letter in writing to our Procurement Officer, Mr. \_\_\_\_\_, at [insert mail], at your earliest convenience, preferably on or before **dd/mm/yyyy**.

Thank you for your interest in providing services to the MRC Secretariat, and I look forward to your excellent services.

Yours sincerely,

Name  
Chief Executive Officer  
Mekong River Commission Secretariat

Name:  
Address:  
Tel:  
Fax: