

### Annex III: Letter of Intent

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**Note:** This letter of intent (not legally binding) is sent after a competitive selection process. As price is key factor in the selection of the supplier, negotiation of such term is not possible. This letter is sent to clarify payment terms, supplementary terms and conditions, delivery, etc.

#### LETTER OF INTENT (Not Legally Binding)

Dear Madam/Sir

Date:

We have the pleasure in informing you that it is our intention to award a Contract to you for \_\_\_\_\_ generally in accordance with your offer dated \_\_\_/\_\_\_/\_\_\_ as amplified by your letters dated \_\_\_/\_\_\_/\_\_\_.

A formal Contract will be issued to you if agreement is reached on the following points:

- Terms of Reference,
- Contract Price (*number of days multiplied by the proposed daily fee rate – not negotiable*)
- Payment Terms (*please see terms of reference - not negotiable*)
- Conditions of the Contract (*please see the terms of reference, the SSA and the general conditions thereto - not negotiable*)
- \_\_\_\_\_ (*any other issue/business not covered elsewhere*)

Do not start any work until we have signed the formal Contract. Nothing in this letter shall be taken to form a binding legal Contract. This document is subject to Contract and is not legally binding.

Please acknowledge receipt of this letter.

Sincerely,