

APPENDIX 5B Standard Letter for Withdrawal of Tender – Type A

Addressed to Contractor
Sent by registered post

Dear Sir,

**List of Approved Contractors for Public Works/
List of Approved Suppliers of Materials and Specialist Contractors
for Public Works*
[Category]**

**[Contract No.]
[Contract Title]
[Nature of the Conduct]**

You are an approved contractor on the List of Approved Contractors for Public Works/List of Approved Suppliers of Materials and Specialist Contractors for Public Works* under the [works category concerned] category.

You have submitted a tender for the above contract. However, you have [state nature of the inappropriate conduct].

I draw your attention to paragraph 5.13.6 of the Contractor Management Handbook – Revision B (CMH) that [state nature of the inappropriate conduct] may warrant regulating action to be taken against you such as suspension from tendering or removal from the above category.

You are therefore required to present me with an explanation stating your reasons for [state nature of the inappropriate conduct] within two weeks from the date of this letter.

Should you fail to respond by the deadline stipulated in this letter or if your response fails to dispel any reasonable suspicions as to your capability or integrity arising from the inappropriate conduct aforementioned, the said conduct shall be counted for the purpose of taking regulating action outlined in sub-paragraph 5.13.6(b) or (c) of the CMH.

Yours faithfully,

([Name])
for Director of [Managing Department]

c.c. SEO(PS), DEVB

* Delete as appropriate