

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

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]**

I have considered your letter ref. [letter ref.] dated [date] setting out your reasons for [state nature of the conduct] and am satisfied on the basis of your letter that the [state nature of the conduct] do(es) not give rise to reasonable suspicions as to your capability or integrity.

Following the procedure set out in the Contractor Management Handbook – Revision B (CMH), this matter will be recorded but will not be counted for the purposes of the imposition of regulating action outlined in sub-paragraphs 5.13.6(b) and (c) of the CMH.

I trust you will continue to exercise reasonable care in preparing and submitting tenders for public works contracts.

Yours faithfully,

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

c.c. SEO(PS), DEVB

* Delete as appropriate