

**SAMPLE LETTER** (please do not use this sheet)

(Please print this information on Contractor's Company letterhead)

Date .....

Construction Guarantee Fund (CGF)  
 "Savsiripaya"  
 123, Wijerama Mawatha,  
 Colombo 07

Dear Sir,

**TENDER RESULTS**

We enclose herewith the Tender Results of the following project for your information please.

1. Bid Bond taken by us : No: 

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2. Source : .....

3. Project : .....

4. Employer : .....

5. Tender Open Date : ..... Time : .....

6. Results :

No	Name of Tenderer / Bidder	ICTAD Grade M	Tender/Bid Value (Rs.)	Discount %	Tender/Bid Value after discount (Rs.)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Signature : .....  
 Name : .....  
 NIC No : .....  
 Designation : .....  
 Company : .....

Seal