



Selection Letter

Manitoba Housing

Address

T: 204-_____

F: 204-_____

Date:

Company Representative

Company Name

Address

Email:

Re: Project No.
Tender No.

On behalf of Manitoba Housing, thank you for participating in the above Request for _____ Manitoba Housing has completed its evaluation process and accepts your tender dated _____ to the project mentioned above.

We have conditionally selected _____ as the successful _____ for the amount of \$_____ inclusive of all taxes as indicated in your _____ submission. This award was approved and authorized by Manitoba Housing's approving body on _____.

Please provide the following as outlined in the _____ documents within seven (7) business days of the date of this letter. Upon receipt of the required documentation in a form satisfactory to Manitoba Housing, a project start-up meeting will be scheduled. A _____ will be prepared and sent to you for signing prior to the start-up meeting.

Documentation required within seven (7) business days of the date of this letter for contract execution includes:

- a) A schedule of the contract price breakdown as per _____;
- b) Certificate of Insurance as per Part 11 of Manitoba Housing Supplemental Conditions naming Manitoba Housing and Consultant (If required) as additional insured;
- c) Performance Bonds at 50% of the contract price as per _____;
- d) Labour and Material Bonds at 50% of the contract price as per _____;
- e) Project work plan as per section _____ of the _____;
- f) Construction schedule as per section _____ of the _____;
- g) Declaration Form Criminal Record Check and Child Abuse Registry (FOR-73) as per _____;
- h) Evidence of COR certification as per _____;
- i) Evidence of workers compensation coverage as per _____;



- j) Subcontractor Declaration as per _____; and
- k) Supplier Confidentiality and Non-disclosure Agreement (FOR-41) as per _____.

No work is to commence until the documents outlined above have been submitted to and approved by Manitoba Housing. Please also note work performed without a purchase order will not be paid by Manitoba Housing. You may contact me if you have any question.

Sincerely,

Name _____
Contract Administrator

SAMPLE