Contract Procedures Manual (SM021) Part A – Appendix XVII

Notice of late tender

**Reference:**

Date

Name

Company

Postal address 1

Postal address 2

Postal address 3

Dear Sir/Madam

**Notice of late tender for contract (Contract Number)**

On behalf of Waka Kotahi NZ Transport Agency (Waka Kotahi), I wish to inform you that your tender to undertake the works described above was declared to be a late tender and therefore was rejected.

Consideration was given to the reason provided for the tender being received after the closing time but was, with the concurrence of Waka Kotahi’s Senior Manager, deemed unacceptable.

You are referred to the late tenders reference in Waka Kotahi’s *Procurement manual* and Waka Kotahi’s policy on late tenders as explained in our *Contract procedures manual* (SM021).

Please find enclosed your unopened tender.

Yours sincerely

**Tender Secretary**

for <appropriate> Manager