*[Goods and Services procurement templates - letter - extension to validity of offer]*

Your ref: [Insert supplier reference]*[delete line if no reference]*

Our ref: [Insert file no]

Enquiries: [Insert name]

Telephone: [Insert telephone number]

Email: [Insert email address]

[Title] [Full name]

[Position]

[Name of organisation]

[Street address]

[Suburb State Postcode]

Dear [Title] [Surname]

**Request [Number] for** **[Details as per title of Request]**

This is to advise that the evaluation process for the above Request is continuing.

Under clause 2.9 of the Request Conditions, the Respondent agrees that, unless it withdraws its Offer under clause 2.8 of the Request Conditions, its Offer will remain open for acceptance by the Contract Authority or Customer for the Offer Validity Period.

The Offer Validity Period expires on [Day Month Year].

In accordance with clause 2.9 of the Request Conditions, the [State Agency name] hereby extends the Offer Validity Period for a period of [number] days/weeks/months. The Offer Validity Period now expires on [Day Month Year].

If you wish to further discuss the contents of this letter, please contact [procurement officer’s name] on (08) [phone number].

Yours sincerely

[Name of Authorised Officer]

[Position]

[Day Month Year] *[leave space for day to be written]*