Confirmation Letter

Date: [ ]
To: [The College of Surgeons of Hong Kong]

Dear Sir / Madam,

Confirmation Letter for Contract No. [ ]

[I / We][1] , [(Name of the tenderer) of (Address of the tenderer)][2] refer to [my / our][1] tender for the above Contract.

[I / We][1] confirm that as at the time of submission of this letter and other than the Excepted Communications referred to in the last paragraph of this letter, [I / We][1] had not communicated to any person other than the **[The College of Surgeons of Hong Kong]** (hereafter referred to as the Corporation) the amount of any tender, adjusted the amount of any tender by arrangement with any other person, made any arrangement with any other person about whether or not [I / we][1] or that other person should tender, or otherwise colluded with any other person in any manner whatsoever, and undertake that at any time thereafter in the tendering process for the above Contract until the tenderer is notified by the Corporation of the outcome of the tender exercise and other than the Excepted Communications referred to in the last paragraph of this letter, [I / we][1] would not communicate to any person other than the Corporation the amount of any tender, adjust the amount of any tender by arrangement with any other person, make any arrangement with any other person about whether or not [I / we][1] or that other person should tender, or otherwise collude with any other person in any manner whatsoever.

In this letter, the expression "Excepted Communications" means [my / our][1] communications in strict confidence with [my / our][1] own insurers or brokers to obtain an insurance quotation for computation of tender price and communications in strict confidence with [my / our][1] consultants or sub-contractors to solicit their assistance in preparation of tender submission.

(Signed for and on behalf of the tenderer)[3]

1. Delete as appropriate.
2. Where the tenderer comprises two or more persons or companies acting in partnership, joint venture or otherwise, this part in square brackets should be expanded to include the respective names and addresses of such persons or as the case may be companies.
3. Where the tenderer comprises two or more persons or companies acting in partnership, joint venture or otherwise, all such persons or as the case may be companies must sign. The signatory for each of such persons or companies shall be a person authorized to sign the contract on behalf of that person or as the case may be company.