

Major Projects Canberra

Use of Letters of Award

The use of a letter of award provides a time saving as the date the letter is issued is the date the contract commences. Works can commence while the execution of the contract is ongoing.

In late 2021, as a result of a review and as part of our commitment to continuous improvement, Major Projects Canberra changed its approach to how and when it issues a Letter of Award.

In November 2021, Major Projects Canberra ceased the use of Letters of Award for all contracts excluding GC21, MW21 and AS2124 (and NCW4 when implemented). The standard conditions of contract for GC21, MW21 and AS2124 (and NCW4 when implemented) explicitly provide for the use of letters of award.

In July 2022, Major Projects Canberra implemented a change in how Letters of Award were issued for GC21, MW21 and AS2124 (and NCW4 when implemented).

Where a letter of award is issued, a copy of the contract will be issued concurrently. A letter of award will be issued to the Supplier electronically and contain the complete contract as an attachment.

Depending on the form of execution agreed by the parties, the attached contract will be suitable for electronic execution. If the wet signature method is the agreed form of execution, hard copies will be issued to the supplier.



We wish to acknowledge the Ngunnawal people, the Traditional Custodians of the ACT. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.