**<Insert Date> <Insert Letterhead>**

Mr Joe Arena

Chief Executive Officer

Procurement Australia

Level 18, 461 Bourke Street,

Melbourne VIC 3000

Dear Joe,

**Re: Expression of Interest – 2502-0642 Commercial Furniture**

Thank you for giving us the opportunity to be included as a party to Procurement Australia’s tender for this contract.

With genuine interest in participating in this contract, we acknowledge the financial and long term benefits delivered through contract aggregation, and recognise the importance of providing Procurement Australia with current spend and volume data to achieve the most competitive outcomes possible.

By working with you in this way, we are focused on the potential for greater financial benefits that arise from larger contract sizes, delivering better negotiating power and lower contracted prices.

We understand that Procurement Australia will endeavour to incorporate our specific requirements throughout the tender process, invite tenders on our behalf, and prepare a comprehensive evaluation report for us consider, including recommendations. Further, Procurement Australia will provide ongoing support and assistance for the duration of the contract.

Procurement Australia is not appointed for the purpose of bid shopping, price seeking or any other benchmarking activity that may be relevant to this tender.

If the outcome provides our organisation with the best overall value, and we accept that, we will execute a firm decision to utilise the contract.

Should we not accept the outcome of this tender process, we will provide reasons for our decision to enable Procurement Australia to advise affected tenderers, and to continuously improve its services.

I confirm that I am in a position to appoint Procurement Australia for the purposes outlined above, and look forward to working with you.

Yours sincerely,

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| Sign……………………………………………………. | **If you need further information please contact:** |
| Printed Name | Contact Name |
| Title | Telephone |
| Organisation | Email Address |