### Procurement Award Method

1. **Purchase Order (PO)**
   - Indicates confirmation of purchase
   - Contains purchase details; i.e. item description, quantity, price, delivery date, payment milestones etc. and standard terms of purchase

2. **Contract/Agreement**
   - Contains terms and conditions of the purchase/services
   - To be executed by both parties (MCMC and the appointed vendor)
   - Valid for the term (period) as specified in the contract

3. **Letter of Award (LoA)**
   - Contains crucial purchase terms (payment, delay, termination, etc.)
   - To be executed by both parties (MCMC and the appointed vendor)
   - Binding document but not required to be stamped
   - Subject to contract but work can commence upon LoA execution/acceptance

4. **Letter of Undertaking (LoU)**
   - Assurance to undertake payment for services agreed upon
   - Commonly used for Hotel booking, Car and Vehicle maintenance
   - Contains details of agreed services and rate (if applicable)

5. **Notification of Award (NoA)**
   - One-page template
   - To inform the selected bidder of their selection
   - Non-binding document
   - No contract value, no period of contract
   - Work cannot commence prior to contract execution