

## **< Letterhead of Contracting Authority >**

< Date >

< Address of tenderer >

Our ref: < Publication reference > / < Letter number >

Dear < Contact name >

**< Contract title >, < Location >**

Thank you for participating in the above-mentioned tender procedure. I regret to inform you, however, that the tender submitted by you was not successful for the following reason:

**Delete rows not applicable**

- o your tender did not arrive before the deadline
- o your tender was not administratively compliant
- o the technical offer was not considered to meet the award criteria sufficiently closely (see table below)
- o the financial offer exceeded the maximum budget available for the contract
- o your tender was not the most economically advantageous of those tenders which were technically compliant (see table below)
- o < to be specified >

For your information, the Evaluation Committee recommended that the contract should be awarded to <name of selected tenderer>. Your average scores awarded by the evaluators according to the award criteria, as well as those for the selected tender, were as follows:

	Org & methodology	Key exp 1	Key exp 2	Key exp 3	...	Technical score x 0.80	Financial score x 0.20	Overall score
Your tender								
Selected tender								

Although we have not been able to make use of your services on this occasion, I trust that you will continue to take an active interest in our initiatives.

Yours sincerely

< Name >