

< 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 your tender was not [admissible] only for the last reason: successful for the following reason:

[Delete rows not applicable]

▶ your tender did not relate to the subject matter of the contract

▶ your tender did not arrive before the deadline

▶ your tender was not administratively regular for the following reason(s): < specify >

▶ the technical offer was not considered to meet the award criteria sufficiently closely (see table below)

▶ the financial offer exceeded the maximum budget available for the contract

▶ < to be specified >

▶ your tender was not the most economically advantageous of those tenders which were technically acceptable (see table below)

Deleted: the

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Deleted: your tender was not the most economically advantageous of those tenders which were technically compliant (see table below)

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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:

For global-price contracts delete Key experts columns

	Rationale	Strategy	Back-up function	Involvement of consortium members	Timetable of activities	[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												

We draw your attention to the legal remedies available to you to contest this decision, explained in section 2.4.15 of the Practical Guide.

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, _____

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< Name >