**< Letterhead of contracting authority >**

< Date >

< Address of tenderer >

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

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

Dear < contact name >,

Thank you for participating in the above-mentioned tender procedure. I regret to inform you, however, that your tender was inadmissible or unsuccessful for the following reason(s):

[Delete rows not applicable :

|  |  |
| --- | --- |
|  | your tender was not sent or hand delivered before the deadline |
|  | your tender was not properly sealed |
|  | the requisite declarations were altered or were missing |
|  | your tender was not administratively regular for the following reason(s):< specify> |
|  | no tender guarantee was provided |
|  | the proportion of subcontracting exceeded the maximum allowed |
|  | your (consortium’s) economic and financial standing was not considered to satisfy criterion/criteria <a/b/…> specified in the tender dossier |
|  | your (consortium’s) professional capacity was not considered to satisfy criterion/criteria <a/b/…> specified in the tender dossier |
|  | your (consortium’s) technical capacity was not considered to satisfy criterion/criteria <a/b/…> specified in the tender dossier |
|  | your technical offer was not considered compliant with the rules of origin specified in the tender dossier |
|  | your technical offer was not considered compliant with the following aspects of the technical specifications: |
|  | your financial offer exceeded the maximum budget available for the contract |
|  | your tender was not the least expensive of the tenders that were technically compliant |
|  | your tender was not the most economically advantageous of those tenders which were technically acceptable (see following table): |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Technical score x 0.80 | Financial score x 0.20 | Overall score |
| Your  tender |  |  |  |
| Selected tender |  |  |  |

For your information, the contract has been awarded to <name of successful tenderer> for an amount of < amount and currency >.

We draw your attention to the legal remedies available to you to contest this decision, explained in Section 2.12. of the practical guide.

If you so request in writing, you may be informed of the characteristics and relative advantages of the successful tender(s) and the contract value. However, certain information may be withheld where its release would impede law enforcement, would be contrary to public interest, or would prejudice the legitimate commercial interests of economic operators or might distort fair competition between them.

[To be inserted when the contract value exceeds the threshold of EUR 5 000 000 **except** for the following cases:

1) in a procedure where only one tender has been submitted

2) negotiated procedure without prior publication,

The contract can be signed only after a period of [10 calendar days when using electronic means] [15 calendar days when using other means] starting from the day following the date on which this notification was sent. During this period you may submit any observations concerning the procurement procedure to the contracting authority. If it is not possible to conclude the contract as envisaged, we reserve the right to review our decision and to award the contract to another tenderer or to cancel the procedure].

I hope that you will continue to take part in the tender procedures that the European Union runs as part of its external aid programmes. [Your original tender guarantee is hereby returned.]

Yours sincerely,

< **Name** >