< 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)]. |

For your information, the evaluation committee recommended that the contract should be awarded to <name of selected tenderer>. Your 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]** | **[<…>]** | **Average technical score** | **Weighted 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 2.12. 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 300 000 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].

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 >