

Below Threshold National Guidelines Apply	Successful Tenderer	Open Procedure	Ref. O.na6 Version 1.0 10 June 2013
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To [Name and address of Tenderer]

Re Invitation to Tender [Name of Contract]

OJEU/etenders Contract Notice Reference No. [Insert reference no. e.g. 2013/s-xx/xxxxx]

Date<sup>1</sup>

By<sup>2</sup> Email/fax/post/hand

SUBJECT TO CONTRACT/CONTRACT DENIED

A Dhaoine Uaisle

I refer to your tender for the above contract. I am pleased to inform you that your company has been identified as having submitted the [lowest price/most economically advantageous tender]<sup>3</sup> for this project. [Your tender scored the following marks against the each criterion]<sup>4</sup>

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This is not a Letter of Acceptance/Tender Acceptance<sup>5</sup>. [Insert name of contracting authority] has not accepted your tender. Please note that this letter does not purport to create binding legal relations.

I would be obliged if you would forward the following by [insert date]:

[insert required documents such as confirmation of bond, insurance details, etc.]

Subject to satisfactory compliance with the above, [and to [insert and other conditions such as the need to seek Departmental approval]]<sup>6</sup> it is our intention to issue a Letter of Acceptance/Tender Acceptance<sup>6</sup> to you, no earlier than [•]<sup>7</sup> days after the date of this letter (conditional on there being no legal challenge).

Is mise, le meas

Signed \_\_\_\_\_  
On behalf of [Name of Contracting Authority]

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<sup>1</sup> Ensure issued on same date as all Letters to Unsuccessful Tenderer and not before those to eliminated tenderer letters. Failure to do so will mean that any period between notification and award will not be valid.  
<sup>2</sup> Delete as appropriate  
<sup>3</sup> Delete as appropriate  
<sup>4</sup> If it is "the most economically advantageous tender" the criteria and marks should be listed in the space provided otherwise this should be deleted.  
<sup>5</sup> A Letter of Acceptance will issue in relation to PW-CF1 – 5. A completed Tender Acceptance (FTS 6) will issue in relation to PW-CF6.  
<sup>6</sup> Delete as appropriate  
<sup>7</sup> The period should be the same as the period in the Letter to Unsuccessful Tenderers