

Below Threshold	Successful Tenderer	Restricted Procedure	Ref. R.na7
National Guidelines Apply			Version 1.0 10 June 2013

To [Name and address of Tenderer]

Re Invitation to [Name of Contract]
Tender

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

Date¹

By² 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]³ for this project. [Your tender scored the following marks against each criterion]⁴

•

This is not a Letter of Acceptance/Tender Acceptance⁵. [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]]⁶ it is our intention to issue a Letter of Acceptance/Tender Acceptance⁶ to you, no earlier than [•]⁷ 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]

¹ Ensure issued on same date as all Letters to Unsuccessful Tenderer and not before those to non-compliant tenderer letters. Failure to do so will mean any period between notification and award will not be valid.

² Delete as appropriate

³ Delete as appropriate

⁴ If it is “the most economically advantageous tender” the criteria and marks should be listed in the space provided otherwise this should be deleted.

⁵ 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.

⁶ Delete as appropriate

⁷ The period should be the same as the period in the Letter to Unsuccessful Tenderers