

Above Threshold EU Rules Apply	Successful Tenderer	Open Procedure	Ref. O.eu6 Version 1.0 10 June 2013
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To *[Name and address of Tenderer]*

Re Invitation *[Name of Contract]*
to Tender

OJEU *[Insert reference no. e.g. 2013/s-xx/xxxxx]*
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

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This is not a Letter of Acceptance. *[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]*]⁵ it is our intention to issue a Letter of Acceptance to you, following the expiry of the standstill period applicable to this contract (conditional on there being no legal challenge). The exact standstill period applicable is *[insert 14 or 16 days as set out below, depending on how the letter is sent]*.

- [14 calendar days from the day following the day this letter was emailed to you]
- [16 calendar days from the day following the day this letter was posted to you]

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 may mean the standstill period has not commenced.

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 Delete as appropriate