

Below Threshold National Guidelines Apply	Successful Tenderer	Restricted Procedure	Ref. R.na7 Version 1.0 10 June 2013
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To *[Name and address of Tenderer]*

Re Invitation to *[Name of Contract]*
Tender

OJEU/etenders *[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/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