**TEMPLATE SER 5: Letter to Unsuccessful Candidates**

(For Procurements of EUR 10.000 – 299.999)

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| --- |
| *Where you see:* **(Note:….)** *this is just a guidance for you and you shall delete these notes from the document.*  *Where you see <…> please enter information.*  *Options are marked* (Option:…) *\*\*\*\**DELETE this Page prior to submitting the DOCUMENT*\*\*\*\** |

**LETTER FOR UNSUCCESSFUL CANDIDATES**

RFP/Tender no.: <insert no.>

Date: <insert date>

Dear <contact name>

<Contract title, location>

Thank you for participating in the above-mentioned tender. We regret to inform you, however, that the proposal submitted was not successful for the following reason:

**(Note: Erase this note and all reasons that do not apply to the specific candidate)**

|  |  |  |
| --- | --- | --- |
|  |  | The proposal/tender did not arrive before the deadline |
|  |  | The proposal/tender was not administratively compliant |
|  |  | The technical offer was not considered to sufficiently meet the award criteria (see table below) |
|  |  | The financial offer exceeded the maximum budget available for the Contract |
|  |  | The proposal/tender was not the most economically advantageous of those proposals/tenders which were technically compliant (see table below) |
|  |  | <other reasons> |

For your information, the Procurement Committee recommended that the Contract should be awarded to <name of selected candidate>. Your average scores awarded according to the Award Criteria, as well as those for the selected tender, were as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Candidates expertise | Org. and methodo-logy | Key expert <no.1> | Total Technical Score (<x 0.75>) | Financial Score (<x 0.25>) | Overall Score |
| Your tender |  |  |  |  |  |  |
| Selected tender |  |  |  |  |  |  |

We thank you for the participation and trust that you will continue to take an active interest in our initiatives.

Yours sincerely,

<Name and title>