



Crown
Commercial
Service

Annex 6

**Sample Letters for further
competition**

Corporate Finance Services

**Framework Agreement No.
RM3719**

Invitation to further competition

[Date]

Dear [supplier],

Corporate Finance Services Framework Ref RM 3719

Invitation to submit a further competition proposal under the Framework

As a supplier listed under the Crown Commercial Service Corporate Finance Services Framework, we invite you to submit a proposal under the terms of the Framework Agreement. All proposals will be evaluated based on the “most economically advantageous proposals”.

Enclosed with this letter are the following documents:

1. Overview of organisation and project
2. Statement of requirements
3. Fee structure
4. Further competition evaluation model, markings & weightings

Please review all of the information provided, and submit your proposal by [time] on [date]. If you have any questions in relation to this process, these should be submitted via [customer to add specific instructions].

We look forward to receiving your proposal within the indicated timeframe. If for any reason you are not proposing to submit a proposal, we kindly ask that you let us know.

Yours sincerely,

[Name]

Acknowledgement of receipt of proposal

[Date]

Dear [supplier]

Corporate Finance Services Framework Ref RM 3719

Further competition under the Framework

I am writing to confirm that we have received your further competition proposal in relation to the Crown Commercial Service Corporate Finance Services Framework.

We expect to review all bids [within/by] [x days / date] and plan to issue formal notification to all framework holders [on/by] [date].

Yours sincerely,

[Name]

Result – successful bidder

[Date]

Dear [supplier],

Corporate Finance Services Framework Ref RM 3719

Further competition under the Framework

Thank you for submitting your proposal following the further competition process under the Crown Commercial Service Corporate Finance Services Framework.

The evaluation of all bids has been completed in accordance with the evaluation criteria of which you were notified. I am pleased to inform you that it is our intention to award you a contract under the Framework. Details of your evaluated scores are listed below:

| Name | Max. score available | Your score | No. of competing suppliers | Scoring range of competing suppliers | No. of successful suppliers |
|------|----------------------|------------|----------------------------|--------------------------------------|-----------------------------|
| | | | | | |

Thank you again for your interest in this further competition and we look forward to working with you under the new Corporate Finance Services Framework.

Yours sincerely,

[Name]

cc [CCS Financial Services team email]

Result – unsuccessful bidder

[Date]

Dear [supplier],

Corporate Finance Services Framework Ref RM 3719

Further competition under the Framework

Thank you for submitting your proposal following the further competition process under Crown Commercial Service Corporate Finance Services Framework.

The evaluation of all bids has been completed in accordance with the evaluation criteria of which you were notified. I have to inform you that your proposal was not successful on this occasion. Details of your evaluated scores are listed below:-

| Name | Max. score available | Your score | Scoring range | No. of competing suppliers | Scoring range of competing suppliers | No. of successful suppliers |
|------|----------------------|------------|---------------|----------------------------|--------------------------------------|-----------------------------|
| | | | | | | |

Thank you again for your interest in this further competition.

Yours sincerely,

[Name]

cc [CCS Financial Services team email]

