|  |  |
| --- | --- |
|  | **[Insert Customer Name]**  **[Insert Customer address]** |

**Key to highlighting:**

1. **All text highlighted in yellow and included within square brackets [ ] is to be completed by the customer**
2. **All text highlighted in green provides guidance.**

***Notes:***

1. ***This document is for guidance purposes only and should be tailored to suit your specific requirements.***
2. ***Please note when you issue the document to suppliers all highlighting and square brackets must be removed along with any guidance notes.***

[Insert Contact Name]

[Insert Supplier Name]

[Insert Supplier Address]

[Insert Date]

Dear [Insert Contact Name]

**[Insert Contract Title]**

Thank you for submitting your Tender for the above mentioned procurement.

We regret to inform you that your company was unsuccessful on this occasion, as shown within the table below:

|  |  |  |
| --- | --- | --- |
|  | **Your Company** | **Successful Company** |
| **Question 1** | [Insert Company Score] | [Insert Successful Bidder Score] |
| **Question 2** | [Insert Company Score] | [Insert Successful Bidder Score] |
| **Question 3** | [Insert Company Score] | [Insert Successful Bidder Score] |
| **Question 4** | [Insert Company Score] | [Insert Successful Bidder Score] |
| **Question 5** | [Insert Company Score] | [Insert Successful Bidder Score] |
| **Question 6** | [Insert Company Score] | [Insert Successful Bidder Score] |
| **Total** | [Insert Company Score] | [Insert Successful Bidder Score] |

For your information, please also find attached a Debrief Report which sets out the scores achieved by your company during the evaluation.

I would like to thank you for your involvement in this procurement, and I hope that you will continue to participate in future procurements.

Yours sincerely

[Insert your name/details]

|  |  |
| --- | --- |
| **Annex A** | |
| **Score** | **Rationale** |
| **Q1 Question (%)** | |
|  |  |
| **Q2 Question (%)** | |
|  |  |
| **Q3 Question (%)** | |
|  |  |
| **Q4 Question (%)** | |
|  |  |