|  |  |
| --- | --- |
|  | [Insert buyer name]  [Insert buyer address] |

[Insert supplier name]

[Insert supplier address]

[Insert Date]

[Insert procurement reference]

Dear Sir/Madam,

**Award of contract for the supply of [Insert procurement title/description]**

Further to your recent submission of a tender for the above further competition carried out under the Crown Commercial Service Technology Products and Associated Services (TePAS) framework, I am writing to advise that the Further Competition is now complete.

I am pleased to inform you that your company ranked first in our evaluation and therefore we would like to award the contract to you.

We are holding a 10 day standstill period for this Further Competition, therefore you are strongly advised not to incur any expense or enter into any binding arrangements during this pre-contract period from XX:XX XX/XX/XXXX to XX:XX XX/XX/XX.

You are requested not to make any press announcements regarding the award of this further competition until the contract has been signed by both parties.

A copy of the completed Order Form will be forwarded to you shortly for your signature and return.

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

Yours sincerely

[Insert your name/details]

|  |  |
| --- | --- |
| **Debrief report** | |
| **Score** | **Rationale** |
| **Q1 Question (%)** | |
|  |  |
| **Q2 Question (%)** | |
|  |  |
| **Q3 Question (%)** | |
|  |  |
| **Q4 Question (%)** | |
|  |  |