This is applicable to The Procurement Journey - [Route 3](https://www.procurementjourney.scot/route-3/route-3-introduction)

**Regulated - mini competition - successful - no standstill**

This template is for use in regulated procurements, as defined in the [Public Contracts (Scotland) Regulations 2015 for goods and services](https://www.legislation.gov.uk/ssi/2015/446/regulation/5)

It is a requirement to notify tenderers which are successful in a mini-competition or when a contract is awarded under a dynamic purchasing system of the decision in relation to the contract.

The Public Contracts (Scotland) Regulations 2015, regulation (85) provides further detail on notices of decisions to award a contract or conclude a framework agreement.

I refer to your mini competition submission dated **[insert date]** in respect of **[insert title of contract]**. We have now completed our evaluation of all the tenders received in response to the **[mini-competition/invitation to tender]** for this contract in accordance with our previously published evaluation criteria, and your tender has been found to be the most economically advantageous tender on the basis of the best price quality ratio.

[The table below shows the individual scores given against the published criteria in respect of your submission.]

|  |  |  |
| --- | --- | --- |
| **PUBLISHED CRITERIA** | **WEIGHTING** | **YOUR SCORE** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **OVERALL SCORE** |  |

 The documents listed below will form part of the contract:

* call-off contract terms and conditions;
* mini-competition award letter;
* mini-competition specification;
* relevant pricing schedule.

**[Draft note**: **insert details of all other relevant correspondence.]**

The contract will commence on **[insert date of contract start]** and end on **[insert date of contract expiry]** unless the contract is terminated in accordance with the above referenced call-off contract terms and conditions. The total cost for this contract will be £**[insert contract value**] (excluding VAT). Please note that your contact for this contract is **[insert contact details]**.

**[Draft Note**: **check the framework terms and advise how the contract is to be entered into.]**

I would be grateful for your written acknowledgement that you have received, and understood the contents of, this letter.