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| **The purpose of this template** |
| This is applicable to The Procurement Journey - [Route 3](https://www.procurementjourney.scot/route-3/route-3-introduction)  **Regulated - letter informing successful tenderer of the contract award decision - with standstill**  This template is for use in regulated procurements, as defined in the  [Public Contracts (Scotland) Regulations 2015](https://www.legislation.gov.uk/ssi/2015/446/contents)for goods and services |
| **Notes to help you complete this template** |
| [Regulation 86](https://www.legislation.gov.uk/ssi/2015/446/regulation/86) of the Public Contracts (Scotland) Regulations 2015 provide specific detail on standstill periods.  Under this regulation, where notice is sent to all economic operators by facsimile or electronic means, the standstill period is a period of not less than 10 days ending at midnight at the end of the 10th day after that on which the last notice is sent.  Where the notice is sent to any economic operators only by other means, the standstill period is a period of not less than 15 days at midnight at the end of the 15th day after that on which the last notice is sent.  <https://www.legislation.gov.uk/ssi/2015/446/regulation/86/made> |

I refer to your tender submission dated **[insert date]** in respect of **[insert title of contract]**. We have now completed our evaluation of all tenders received for this contract and your tender has been found to be the most economically advantageous tender. The table below shows the individual scores given against the published criteria in respect of your submission.

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

To comply with The Public Contracts (Scotland) Regulations 2015 we are now required to observe a standstill period during which we must refrain from entering into contract with you. For the purposes of this contract, the standstill period shall run for a period of **[insert number of days]** days commencing the day after the date that this letter is despatched to you and is anticipated to end on **[insert date]**

As soon as possible after the expiry of the standstill period, unless court proceedings are served on **[insert the contracting authority]** prohibiting the entering into of the contract, it is intended to award the contract to you.

You will be notified in writing of any such court proceedings or of any other circumstances which may prevent or delay contract award. **[insert the contracting authority]** will have no liability to you in the event of delay or non-award.

This letter is not intended to have contractual effect and no action should be taken by your company at this time in respect of this contract. **[insert the contracting authority]** accepts no responsibility or liability for any actions which you may take based on the information detailed in this letter.

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