**Procurement Journey**

**Letter informing unsuccessful tenderer – Mini Competition**

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| **The purpose of this template** |
| **Regulated (non EU) - mini competition - letter informing unsuccessful tenderer of candidate**  **Applicable to the Procurement Journey – Route 2**  **This template is for use in regulated (non-EU) procurement processes starting on or after 18 April 2016**  **This template does not relate to call-offs from above EU threshold frameworks.**  **You should delete this guidance page prior to sending the letter.** |
| **Notes to help you complete this template** |
| It is a requirement to notify tenderers who are unsuccessful in a mini-competition, or when a contract is awarded under a dynamic purchasing system, of the decision in relation to the contract.  After the contract evaluation process is complete, you are required by section 32(4) - (5) of the Procurement Reform (Scotland) Act 2014, to provide information regarding the outcome of the evaluation process to all unsuccessful tenderers that submitted tenders to be considered for this contract opportunity.  The information that you are required to provide includes the name of the successful tenderer; the criteria used to award the contract; the scoring against those criteria for the unsuccessful tenderer and the successful tenderer.  Within 30 days from receipt of this letter, the unsuccessful tenderer can request further information on why it was unsuccessful.  In responding to such a request, you must also within 30 days, provide a summary of the reasons why the tenderer was unsuccessful and the characteristics and relative advantages of the successful tender.  Click here to access the Procurement Reform (Scotland) Act 2014 <http://www.legislation.gov.uk/asp/2014/12/contents> |

Thank you for your tender dated **[insert date of tender]** for **[insert title of contract]**. Having evaluated all the tenders received in response to the **[mini-competition/invitation to tender]** for this contract, as required by section 32(4) – (5) of the Procurement Reform (Scotland) Act 2014, I am writing on behalf of the **[insert contracting authority]**, to inform you that your bid has been unsuccessful. It is our intention to award the contract to **[insert name of successful tenderer]**.

The table below shows the individual scores given against the published criteria in respect of your submission and those of **[insert name of successful tenderer]**.

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| **PUBLISHED EVALUATION CRITERIA** | **YOUR SCORE** | **WINNING TENDERER’S SCORE** |
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|  |  |  |
|  |  |  |
| **OVERALL SCORE** |  |  |

If you would like to receive further information on why you were unsuccessful, please contact us in writing within 30 days. We will respond to you within 30 days of receipt of your letter.