**Procurement Journey**

**Letter to unsuccessful Bidders at selection stage**

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| **The purpose of this template** |
| **Regulated (non-EU) - letter informing candidate excluded at selection stage**  **Applicable to the Procurement Journey - Route 2**  **This template is for use in non-EU regulated procurement processes starting on or after 18 April 2016**  **This covers contracts identified at the outset to be valued between £50,000 and OJEU threshold for services and goods and between £2,000,000 and OJEU for works**  **You should delete this guidance page prior to sending the letter.** |
| **Notes to help you complete this template** |
| As required by section 32(2) and (3) of the Procurement Reform (Scotland) Act 2014, after the selection process is complete, you are required to provide information regarding the outcome of the selection process to all that will not be invited to submit a bid.. <http://www.legislation.gov.uk/asp/2014/12/contents>  As described in section 32(3) you must include the following information, the names of the economic operators not excluded; the criteria used to exclude this economic operator in question and the contracting authority’s scoring (if any) against the criteria of the economic operator.  On receipt of this letter, the excluded candidate can request within 30 days further information on why it was excluded and you are required within a further 30 days to provide a summary of the reasons why they candidate was excluded. <http://www.legislation.gov.uk/asp/2014/12/contents> |
| **Notes to help you understand exclusion of tenderers** |
| When selecting tenderers, mandatory exclusion grounds must also be applied, these are set out in regulations 8 and 9(1) of the Procurement (Scotland) Regulations 2016. <http://www.legislation.gov.uk/sdsi/2016/9780111030868/regulation/8>  Additional supporting information on the selection of tenderers and award of contracts can be found in chapter 5 of the Guidance under the Procurement Reform (Scotland) Act 2014, specifically chapters 5.4 and 5.5. <http://www.gov.scot/Resource/0049/00496919.pdf> |

Thank you for your European Single Procurement Document (ESPD) dated **[insert date of ESPD]** in response to **[insert details of PCS advert]**.

We have now completed our evaluation of all the ESPDs received in response to the advertisement and, on behalf of the **[insert contracting authority],** I must inform you that on this occasion you have not been selected to be invited to **[delete according to the procedure being followed: tender/negotiate the contract/participate further in the dialogue/partnership].**

This table shows how you scored against the published selection criteria.

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| **PUBLISHED SELECTION CRITERIA** | **YOUR SCORE** |
|  |  |
|  |  |
|  |  |
|  |  |
| **OVERALL SCORE** |  |

The following organisations have been invited to submit a bid: **[insert names]**.

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

May I take this opportunity to once again thank you for your interest in this contract and remind you that further contracting opportunities, from the Scottish public sector, can be found on the Public Contracts Scotland portal.

<http://www.publiccontractsscotland.gov.uk/>.