**Procurement Journey**

**Notice to Successful tenderer**

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| **The purpose of this template** |
| **EU Regulated - letter informing successful tenderer of the contract award decision – mini competition - no standstill****Applicable to the Procurement Journey - Route 3****This template is for use in EU regulated procurement processes starting on or after 18 April 2016.****This should be used for OJEU value contracts.****Please delete this guidance note prior to sending the letter.** |
| **Notes to help you complete this template** |
| As set out in regulation 56(1) in the Public Contracts (Scotland) Regulations 2015, [<http://www.legislation.gov.uk/ssi/2015/446/made>](http://www.legislation.gov.uk/ssi/2015/446/made) you are required to notify the outcome of the mini competition to all tenderers, as soon as reasonably practicable, of the decision reached. The mini competition must be held in accordance with any rules in the framework agreement. You should check the terms of the framework agreement to ensure the information you include within this letter is correct. |

I refer to your submission dated **[insert date of tender]** in respect of **[insert title of contract]**. In accordance with our previously published evaluation criteria, we have now completed our evaluation of all tenders received in response to **[mini competition/invitation to tender]** for this contract. Given that your tender has been found to offer the best price quality ratio, I am pleased to accept your **[quotation/bid]**. has been successful.

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

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]**.

The contract documents will be sent to you for signature in due course.

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