**Applicable to Route 2 – Procurement Journey**

**Regulated - mini competition – unsuccessful**

This template is for use in regulated procurement processes starting on or after 18 April 2016

It is a requirement to notify tenderers which 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.

**Tenderers which are unsuccessful in a mini-competition or when a**

**contract is awarded under a dynamic purchasing system under the Procurement (Reform) Scotland Act 2014.]**

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 it is our intention to award a contract to **[insert name of successful tenderer]**.

***Optional*** *[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)].*

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

**[Draft Note*:* sufficient information must be included here to enable the tenderer to identify why it has not been awarded the contract and must include the name of the successful tenderer; the criteria used to award the contract; the scoring against those criteria of the unsuccessful tenderer and the successful tenderer]**.

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

May I take this opportunity to once again thank you for your interest in this contract **[ Optional:** *and remind you that there are likely to be further contracting opportunities under the framework agreement/dynamic purchasing system*]. Other contracting opportunities from the Scottish public sector can be found on the Public Contracts Scotland portal. <http://www.publiccontractsscotland.gov.uk/>.