This is applicable to The Procurement Journey - [Route 3](https://www.procurementjourney.scot/route-3/route-3-introduction)

**Regulated - mini competition - successful - no 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/regulation/5/made) for goods and services

It is a requirement to notify tenderers which are successful in a mini-competition or when a contract is awarded under a dynamic purchasing system of the decision in relation to the contract.

The Public Contracts (Scotland) Regulations 2015, regulation (85) provides further detail on notices of decisions to award a contract or conclude a framework agreement.

I refer to your mini competition submission dated **[insert date]** in respect **of [insert title of contract]**. We have now completed our evaluation of all the tenders received in response to the **[mini-competition/invitation to tender]** for this contract in accordance with our previously published evaluation criteria, and your tender has been found to offer the best price quality ratio.

***[The table below shows the individual scores given against the published criteria in respect of your submission.]***

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

 The documents listed below will form part of the contract:

* call-off contract terms and conditions;
* mini-competition award letter;
* mini-competition specification;
* relevant pricing schedule.

**Draft note**: **insert details of all other relevant correspondence.**

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]**.

**[Draft Note**: **check framework terms and advise how the contract is to be entered into.]**

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