[INSERT YOUR ORGANISATION LOGO]

***[DRAFTING NOTE:]*** *This document should be completed by the person leading on the procurement. It provides the structure for an Outcome Letter for the Successful Bidder.*

*The document includes guidance for your organisation. Before sharing with the successful bidder, you should:*

1. *Replace the prompts and square brackets highlighted in yellow with information that is specific to this procurement;*
2. *Delete the guidance and square brackets highlighted in green, once completed; and*
3. *Delete the ‘DRAFT’ watermark.*

|  |
| --- |
| **Notice of Award Decision*****[insert supplier]*** |
|  |
|  |  |
|  | Date: *[insert date]* |

Dear *[insert name of the person who submitted the bid]*,

**Notice of Contract Award Decision – *[insert supplier]***

Contracting Authority: *[Insert name of your organisation]* (the “**Buyer**”)

1. Thank you for your Tender for the provision of *[insert service]*. The evaluation of tenders for this procurement is now complete.
2. On behalf of the Authority, I am pleased to inform you that, following the evaluation process your offer was successful.
3. This letter is a contract award decision notice issued pursuant to regulation 86 of the Public Contracts Regulations 2015 (“the 2015 Regulations”).
4. As set out in the Tender Documentation, in this procurement the Authority evaluated tenders on Quality/Technical, Social Value and Price:

| **Award Criteria**  | **Weighting**  |
| --- | --- |
| Quality/Technical  | [] |
| Social Value | [] |
| Price  | [] |

1. The table below shows the individual scores awarded to *[insert successful supplier]*:

| **Evaluation Criteria** | ***[insert supplier]*** |
| --- | --- |
| Quality/Technical  | [] |
| Social Value  | [] |
| Price | [] |
| **Total Score**  | [] |

1. The reasons for the award of the contract to *[insert supplier]* and the characteristics of the successful tender are that as the highest scoring tenderer, *[insert supplier]* submitted the most economically advantageous tender. The evaluator feedback for each of the questions is provided in Annex A of this document.
2. Please note that before the contract is completed, the Buyer will not be liable for:
	1. any work undertaken by your organisation; nor
	2. any costs incurred by your organisation.
3. When the contract has been awarded *[insert supplier]* should proceed with the contract in accordance with its terms and conditions. Any liability of the Buyer for your costs will only be strictly as set out in the contract.
4. The Buyer would like to take this opportunity to thank you for your effort in participating in this procurement and to congratulate you on submitting a successful tender.

Yours faithfully,

*[insert name]*

*[insert title]*

*[insert email address]*

**Annex A**

This Annex provides feedback and a summary of the reasons why you were successful.

***[DRAFTING NOTE:]*** *Ensure you provide detailed feedback to the supplier for each of their responses. The feedback will be provided by the evaluators and consolidated during the moderation meeting.*

| **Evaluation criteria** | **Your score**  |
| --- | --- |
| Quality/ Technical + Social Value  | [] |

**Question 1** *- [insert question]*

*[Insert feedback]*

**Question 2** - *[insert question]*

*[Insert feedback]*

**Question 3 -** *[insert question]*

*[Insert feedback]*

**Question 4 -** *[insert question]*

*[Insert feedback]*

**Question 5 -** *[insert question]*

*[Insert feedback]*