[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 Unsuccessful Bidders.*

*The document includes guidance for your organisation. Before sharing with unsuccessful bidders, 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]*,

**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 services]*. The evaluation of tenders for this procurement is now complete.
2. On behalf of the Authority I regret to inform you that, following the evaluation process your offer was unsuccessful.
3. This letter is a contract award decision notice issued pursuant to regulation 86 of the Public Contracts Regulations 2015 (“the 2015 Regulations”).
4. The contract has been awarded to *[insert supplier]* (the “**Successful Tenderer**”).
5. As set out in the Invitation to Tender in this procurement the Buyer evaluated tenders using the Most Economically Advantageous Tender (MEAT) methodology. The MEAT ratio for this procurement was as follows:

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

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

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

1. Annex A to this letter provides a summary of the feedback.
2. We appreciate that this will be disappointing news for you. We are committed to giving detailed feedback on your scores and overall performance and if you wish to receive it, please contact *[insert name]* at *[insert email]*.
3. The Buyer would like to take this opportunity to thank you for your effort in participating in this procurement. Whilst you have not been successful on this occasion, we hope that this decision will not deter you from pursuing any future opportunities with *[Insert name of your organisation]*.

Yours faithfully,

[insert name]

[insert title]

[insert email]

**Annex A**

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

***[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]*