**Procurement Journey**

**Unsuccessful Tenderer of the Contract Award Decision**

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| **The purpose of this template** |
| **Letter informing unsuccessful tenderer of the contract award decision**  **Applicable to the Procurement Journey - Route 2**  **This covers contracts identified at the outset to be valued between £50,000 and the Government Procurement Agreement (GPA) threshold for services and goods**  **You should delete this guidance note prior to sending the letter.** |
| **Notes to help you complete this template** |
| After the contract evaluation process is complete, you are required by section 32(4) - (5) of the Procurement Reform (Scotland) Act 2014, to provide information regarding the outcome of the evaluation process to all unsuccessful tenderers that submitted tenders to be considered for this contract opportunity.  The information that you are required to provide includes the name of the successful tenderer; the criteria used to award the contract; the scoring against those criteria for the unsuccessful tenderer and the successful tenderer.  Within 30 days from receipt of this letter, the unsuccessful tenderer can request further information on why it was unsuccessful.  In responding to such a request, you must also within 30 days, provide a summary of the reasons why the tenderer was unsuccessful and the characteristics and relative advantages of the successful tender.  Click here to access the Procurement Reform (Scotland) Act 2014 <http://www.legislation.gov.uk/asp/2014/12/contents> |

Thank you for your tender dated **[insert date of tender]** for **[insert title of contract]**. We have now completed our evaluation of all the tenders received for this contract and, on behalf of the **[insert contracting authority]**, I must inform you that on this occasion your tender has not been successful.

The table below shows the individual scores given against the published criteria in respect of your submission and those of the winning tenderer **[insert name of winning tenderer]**.

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

If you would like to receive further information on why you were unsuccessful, please contact us in writing within 30 days. We will respond to you within 30 days of receipt of your letter.

May I take this opportunity to once again thank you for your interest in this contract and remind you that further contracting opportunities, from the Scottish public sector, can be found on the Public Contracts Scotland portal.

<http://www.publiccontractsscotland.gov.uk/>