**This is applicable to The Procurement Journey -** [**Route 2**](https://www.procurementjourney.scot/route-2/route-2-introduction)

**Regulated - letter informing unsuccessful tenderer or candidate of the contract award decision - no standstill**

This template is for use in regulated procurements, as defined in the [Procurement Reform (Scotland) Act 2014](http://www.legislation.gov.uk/asp/2014/12/section/2), which are between £50k and the [Public Contracts (Scotland) Regulations 2015](https://www.legislation.gov.uk/ssi/2015/446/regulation/5/made) threshold for goods and services.

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]**.

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

As required by section 32(4) – (5) of the Procurement Reform (Scotland) Act 2014, after the contract evaluation process is complete we are required to provide information regarding the outcome of the evaluation process to all unsuccessful tenderers that registered an interest in bidding for the contract.

**[Draft Note: this must include naming of the successful tenderer, criteria used to award, and the score of successful and unsuccessful tenders]**.

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 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/>