

How to complete this standard Notification Letter: Please insert the information requested between the <> brackets, as appropriate for each tender procedure. Square brackets [] and parts shaded in grey indicate options to choose: they should be included when applicable and should only need to be amended in exceptional cases, depending on the requirements of particular tender procedures. **All other parts must be left unchanged.** In the final version of the notification letter, please remember to delete this paragraph, any other text with yellow highlighting and to suppress all brackets.

Notification Letter for a service contract

< **Letterhead of Contracting Authority** >

< **Date** >

< **Official name of tenderer / candidate**
/contractor>

< **Address of tenderer / candidate /**
contractor >

Our ref: < **Publication reference** >

Dear < **Contact name** >,

< **Contract title** >, < **Location** >

[**Fee based contracts and global price contracts with key experts:** The above contract may be awarded to you subject to the availability of key experts, for the amount mentioned in your tender [, as corrected for arithmetic errors as follows: <...>] and on the basis of the conditions stipulated in the tender dossier.]

[**Global price contracts without key experts:** The above contract will be awarded to you for the amount mentioned in your tender [, as corrected for arithmetic errors as follows: <...>] and on the basis of the conditions stipulated in the tender dossier.]

The contract value is [EUR] [<**ISO code of national currency** > **only for indirect management**]
<amount>.

Please complete a new financial identification form if your bank account details have changed since those submitted with your tender.

For your information, please find below your scores as well as those for the next best tender. These scores are based on the average technical points awarded by the evaluators according to the award criteria. You will also find the composite results of the evaluation:

						Composite Results		
	Org & meth	[Key exp 1]	[Key exp 2]	[Key exp 3]	[Key exp ...]	Tech score x 0.80	Fincl score x 0.20	Overall score
Your tender								
Next best tender								

[Fee based contracts and global price contracts with key experts: Within **5 days** from today you are kindly requested to submit a statement that all the Key experts which you proposed in your offer are available at the date of <entre date>, indicative date of entry into force of the contract.

In case any of the key experts you proposed in your tender is unavailable you will within **15 days** from today propose replacement experts who shall have at least the same qualifications and experience as the key experts proposed in your tender. A justification for the exchange of the expert shall be given but the acceptance will not be limited to specific cases. For your information the replacement expert may not have been a key expert proposed by any of the other tenderers in this procedure. Several replacement experts may be proposed for the same position but only one time-period of 15 days will be offered. The Contracting Authority will choose between these proposed experts.

The replacement expert's total score must be at least as high as the scores of the expert proposed in the tender. It must be emphasised that the minimum requirements for each evaluation criterion must be met by the replacement expert.

In order to proceed with the preparation of your contract at the earliest, we would like to ask you to send us the requested information within the above specified 15 days delay to the following address:

<Name and address of the Contracting Authority>, for the attention of <address of unit/section>

If you do not propose replacement experts within the time limit or if the replacement experts are not sufficiently qualified the Contracting Authority may annul this award.]

[Where evidence documents for exclusion criteria shall be submitted (for shortlisted candidates in a restricted procedure and for the competitive dialogue the evidence documents are already submitted at the tender phase). For contracts with a value of less than the international thresholds (service < EUR 300.000) there is no obligation to submit the above mentioned documents. The Contracting Authority may however, where it has doubts as to whether the tenderer to whom the contract is to be awarded is in one of the situations of exclusion, require him to provide the evidence:

Please submit admissible proof or statement usual under the law of the country in which [you] [your firm] [each consortium member] is established that [you] [your firm] [each of the consortium members] does not fall into any of the exclusion situations listed in Section 2.3.3.1. of the Practical Guide, in accordance with the undertaking in the tenderer's declaration[s] included in your tender. Examples of the admissible supporting documents are provided in Section 2.3.3.3. of the Practical Guide. The date on the evidence or documents provided must be no earlier than 1 year before the date of submission of the tender. [You] [Your firm] [Each consortium member] must, in addition, provide a statement that the situation has not been altered in the period that has elapsed since the evidence in question was drawn up.]

Deleted: each

[For fee-based contracts: Furthermore, could you please notify us of the auditor[s] you propose for the provision of the expenditure verification reports]

[To facilitate the contract preparation, could you please confirm that you will request the pre-financing of < amount of pre-financing >.]

[The contract will be sent to you for signature if you provide the above requested information within the specified delay under the conditions stated above.]

[The contract must be signed by the two parties by <specify date> at the latest.]

Please take note of the possibility – as described in the instructions to tenderers – that the tender procedure may – under certain circumstances – be cancelled by the Contracting Authority. In no circumstances will the Contracting Authority be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a tender, even if the Contracting Authority has been informed of the possibility of damage. The publication of a contract notice does not commit the Contracting Authority to implement the programme or project announced.

Implementation of the tasks may not start before the contract is signed by both parties.

< Add any special instructions as appropriate >

Yours sincerely,

< Name >