

< **Letterhead of Contracting Authority** >

< **Date** >

< **Address of tenderer** >

Our ref: < **Publication reference** > / < **Letter number** >

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

Dear < **Contact name** >,

Thank you for participating in the above-mentioned tender procedure. I regret to inform you, however, that your tender was inadmissible or unsuccessful for the following reason(s):

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[Delete rows not applicable :

- ☐ your tender did not arrive before the deadline
- ☐ your tender was not properly sealed
- ☐ the requisite declarations were altered or were missing
- ☐ your tender was not administratively regular for the following reason(s):< specify>
- ☐ no tender guarantee was provided
- ☐ the proportion of subcontracting exceeded the maximum allowed
- ☐ your (consortium's) economic and financial standing was not considered to satisfy criterion/criteria <a/b/...> specified in the tender dossier
- ☐ your (consortium's) professional capacity was not considered to satisfy criterion/criteria <a/b/...> specified in the tender dossier
- ☐ your (consortium's) technical capacity was not considered to satisfy criterion/criteria <a/b/...> specified in the tender dossier
- ☐ your technical offer was not considered compliant with the rules of origin specified in the tender dossier
- ☐ your technical offer was not considered compliant with the following aspects of the technical specifications:
- ☐ your financial offer exceeded the maximum budget available for the contract
- ☐ your tender was not the least expensive of the tenders that were technically compliant

Deleted: your tender included a firm/subcontractor whose nationality is not that of one of the countries as authorised by the programme under which the contract is to be financed

- ☐ your tender was not the most economically advantageous of those tenders which were technically acceptable (see following table):

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	<u>Technical score x 0.80</u>	<u>Financial score x 0.20</u>	<u>Overall score</u>
<u>Your tender</u>			
<u>Selected tender</u>			

For your information, the contract has been awarded to <name of successful tenderer> for an amount of <Amount and currency>.

We draw your attention to the legal remedies available to you to contest this decision, explained in section 2.4.15 of the Practical Guide.

I hope that you will continue to take part in the tender procedures that the European Union runs as part of its external aid programmes. [Your original tender guarantee is hereby returned.]

Yours sincerely,

<Name>

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