

< **Letterhead of Contracting Authority** >

< **Date** >

< **Leader** >

< **Address** >

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

Dear Sir / Madam

< **Contract title** >, < **Location** >, [< **Lot number and title** >]

Thank you for your recent application to participate in the above contract. I regret to inform you that your application has not been short-listed to prepare a detailed tender for this contract for following reason(s)

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- ☐ [your application was submitted after the deadline]
- ☐ [your application did not follow the standard application format and/or the instructions contained in it]
- ☐ [your application included a legal entity whose nationality is not that of one of the eligible countries identified in point 11 of the contract notice]
- ☐ [your application was not considered to satisfy the economic and financial standing criterion (in particular, < Criterion 1a/1b/... >)]
- ☐ [your application was not considered to satisfy the professional capacity criterion (in particular, < Criterion 2a/2b/... >)]
- ☒ [your application was not considered to satisfy the technical capacity criterion (in particular, < Criterion 3a/3b/... >)]
- ☒ [your application is unsuitable because it has been submitted by an economic operator in one of the exclusion situations under section 2.3.3.1 of the Practical Guide]
- ☐ [< other reason, to be specified, e.g. your application was considered to give rise to a conflict of interests due to your previous involvement in the project >]

For your information, we received < **number of applications** > applications in response to the contract notice of which < **shortlist number** > were short-listed. The shortlist is published on the Internet site (<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>).

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Letter to non short-listed Candidates

Circulation restricted to the Contracting Authority and addressee to protect the individual and privacy and commercial and industrial secrecy

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.

Although we have not been able to pursue your candidature further on this occasion, I trust that you will continue to take an active interest in [EU] [EDF]-funded initiatives.

Yours faithfully,

< Name >

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