**< 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):

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Technical score x 0.80 | Financial score x 0.20 | Overall score |
| Your tender |  |  |  |
| Selected tender |  |  |  |

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** >