

Date:

FAO: Name email address

Address
Postcode

Dear Name

Name of project

Thank you for your tender received 28 July 2018 for the provision of above tender. Having now evaluated all the tenders received in response to the invitation to tender, I am writing on behalf of ??? Housing Association, to inform you that unfortunately your bid has been unsuccessful. It is our intention to award the contract to ???.

The table below shows the individual scores given against the published criteria in respect of your submission and those of ???.

PUBLISHED EVALUATION CRITERIA	YOUR SCORE	WINNING TENDERER'S SCORE
Quality Score (max 70)	66.69	70.00
Fee Score (max 30)	22.14	22.07
Total	88.82	92.07

Your quality submission was to a excellent standard. The winning tenderer gave a more detailed and specific responses to some of the responses. The fee aspect was the 3rd lowest and you were awarded with 22.14 out of 30 marks.

We are now required to observe a standstill period during which we must refrain from entering into contract with the winning tenderer. The standstill period shall run for a period of 10 days commencing the day after the date that this letter is despatched to you and is anticipated to end at midnight 9 August 2018.

As soon as possible after the expiry of the standstill period, unless court proceedings are served on the Associations prohibiting the entering into of the contract, or any other circumstances arise which may cause the contract not to be awarded; it is intended to award the contract to ???.

Kind regards,
Yours Sincerely