**[Insert School logo or masthead]**

**[Insert Company Contact Name]**

**[Insert Address 1]**

**[Insert Address 2]**

**[Insert Address 3]**

**[Insert Address 4]**

**[Insert Date]**

**Re: Request for Tenders for the Provision of a contract for [ Insert the name/type of the contract here] at [Insert School name]**

Dear **[Insert Company Contact Name]**

I am pleased to inform you that, without prejudice, your proposal is considered the preferred option subject to agreement at contract negotiations. I can confirm that, in this regard, the Board of Management will be in touch with you in due course.

In the case of your company’s proposal, marks were awarded thus:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Award Criterion** | **Max Mark in Criterion** | **[Insert Company Name]**  | **Highest mark awarded for each criterion** |
| **1** | **[Insert Criterion 1]** | **[Insert Max Mark]** | **[Insert Company Marks]** | **[Insert Highest Mark given in Criterion]** |
| **2** | **[Insert Criterion 2]** | **[Insert Max Mark]** | **[Insert Company Marks]** | **[Insert Highest Mark given in Criterion]** |
| **3** | **[Insert Criterion 3]** | **[Insert Max Mark]** | **[Insert Company Marks]** | **[Insert Highest Mark given in Criterion]** |
| **4** | **[Insert Criterion 4]** | **[Insert Max Mark]** | **[Insert Company Marks]** | **[Insert Highest Mark given in Criterion]** |
| **5** | **[Insert Criterion 5]** | **[Insert Max Mark]** | **[Insert Company Marks]** | **[Insert Highest Mark given in Criterion]** |

Please note that this letter does not purport to create binding legal relations and no legitimate expectation shall arise therefrom. The contract will not be concluded until after the [**Insert date 14 days after date notification has been issued if contract value above 25k, otherwise include a practicable date**].

At this stage I would be obliged if you would forward [**Insert list of required documents such as Tax Clearance Certificate, Insurance Certificate, any other requirements as mentioned in your RFT/RFQ document, Safety and Health Declarations, collateral warranties for sub-consultants, etc.]**

Yours sincerely,

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of the Board of Management of

**[Insert School Name]**