**[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]**,

In relation to the above-mentioned competition, I can confirm that the evaluation process has been concluded and I regret to inform you that your tender proposal has been unsuccessful. For your information, all valid tenders were assessed against the criteria listed in the tender documents. In the case of your company’s proposal, marks were awarded thus:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Award Criterion** | **Max Mark in Criterion** | **[Insert Company Name]**  | **Marks awarded to winning tender** |
| **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]** |
| **Total** |  | **[Insert Total Marks]** | **[Insert Company Total]** |  |

* **Criterion 1-** [**Insert detailed feedback regarding quality of response received in this criterion**]
* **Criterion 2- [Insert detailed feedback regarding quality of response received in this criterion**]
* **Criterion 3-** [**Insert detailed feedback regarding quality of response received in this criterion**]

* **Criterion** **4 -** [**Insert detailed feedback regarding quality of response received in this criterion**]

**Guidance: -**

**For tenderers who have submitted an admissible tender the reasons for rejection must include:**

 **- characteristics and relative advantages of tender selected;**

**- name of successful tenderer or parties to framework agreement;**

**- statement why works, supplies or services do not meet performance or functional requirements.**

In overall terms, your tender proposal was ranked in [**insert final ranking of proposal**] place. There were **[insert number of valid proposals received]** valid tender replies to the RFT. [**Insert name of winning company**] was ranked in first place. A contract will not be concluded until after the [**Insert date 14 days after date notification has been issued if contract value is over 25k, otherwise a date that is practicable**].

I wish to thank you for your interest in this competition, and for the time and effort taken to submit a tender proposal.

If you have any further queries, please contact the undersigned.

Yours sincerely,

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

On behalf of the Board of Management of

**[Insert School Name]**