**[Insert School logo or masthead]**

**[Insert Company Contact Name]**

**[Insert Address 1]**

**[Insert Address 2]**

**[Insert Address 3]**

**[Insert Address 4]**

**[Insert intended Date of Issue]**

**Re: Call for Tenders for [Insert Competition Title]**

Dear **[Insert Contact Name for rep of company]**,

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]** | **Highest Mark Awarded in 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]** |

* **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**]

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 8 days after date of issue above**].

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]**