**[Insert School Logo or Masthead]**

**[Insert Name**

**and address**

**of Tenderer]**

**Date:** **[insert date of issue]**

**Re:** **Call for Tenders for [insert full competition name and Lot number]**

Dear **[Insert name of company rep]**

I refer to the tender proposal which you submitted in response to the above-mentioned competition.

Section 1.3 [verify that correct section of CFT is referenced and the text quoted in italics below is entirely accurate] of the Call for Tenders dated **[insert date]** states “*Tenderers must be able to supply each item on the specification list as per the Lot tendered for as provided in the specification and descriptions documents accompanying this RFT document and must provide the relevant price in the excel pricing worksheet also. An incomplete Lot will not be considered*.” We have examined your submitted pricing sheet for **[insert Lot number]** and find it to be incomplete. Consequently, your tender proposal is deemed to be non-compliant, and is therefore eliminated from the tender competition.

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

Yours sincerely

**Signed** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of the Board of Management of

**[Insert School Name]**