**[Insert School logo or masthead]**

**[Insert Name and address of Tenderer]**

Re: **Call for Tenders for** [**insert competition name**]

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

Dear **[Insert name]**

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

I wish to inform you that your tender proposal has been assessed against the Qualification Criteria (Section 3.2B of the RFT document refers) and it adjudged that, on this occasion, your tender has failed to meet the mandatory requirements in the following respect:

* **[List reason 1]**
* **[List reason 2]**

Consequently, your tender proposal is deemed to be non-compliant, and is therefore eliminated from the tender competition.

For your information, following the successful conclusion of this competition, including the observance of a standstill period, the name of the successful tenderer will be published by means of a contract award notice on www.etenders.gov.ie.

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]**