Insert Supplier name  
Insert Supplier address

Attn: Insert Supplier contact name

Insert Supplier email address

Date: insert date

Contract reference: insert Reference Number

Dear Sir/Madam,

**Intention to Award the Contract for the Provision of Insert Procurement title**

Thank you for submitting a bid for the above Procurement. I am pleased to inform you that your bid was successful.

This letter notifies you that it is our intention to award the Contract for the above procurement to you, having scored insert total weighted score and been ranked first.

I have attached an appendix to this letter which provides you with:

* Detail on the award criteria (please refer to Attachment 2 of the Bid Pack for further detail);
* Detailed feedback on your bid
* The weighted score by questionnaire;

We will now observe a standstill period of at least 10 calendar days. The standstill period will commence in line with the above date and is expected to end, subject to any substantial challenges being made, at midnight at the end of **insert day and date** GMT. We shall not conclude the Contract award until after the standstill period has finished.

Yours faithfully,

Insert signature

Insert name

Insert job title

Insert Buyer name and address