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 sorry to inform you that, on this occasion, your bid was unsuccessful.

This letter notifies you that it is our intention to award the Contract for the above procurement to insert winning supplier who scored insert total weighted score. Your score was insert score and your tender was ranked insert rank.

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 question, for the winning Supplier;
* The characteristics and relative advantages of the winning Supplier’s bid.

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 i**nsert day and date** GMT. We shall not conclude the Contract award until after the standstill period has finished.

Thank you for your interest in this Procurement and I hope this does not deter you from bidding on future opportunities.

Yours faithfully,

Insert signature

Insert name

Insert job title

Insert Buyer name and address