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,

**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.

The Contract has been awarded to insert winning supplier who scored insert total weighted score. Your score was insert score and your tender was ranked insert rank. Unfortunately, you failed to meet the minimum score, as set out in Attachment 2 of the Bid Pack for question(s) insert question number and consequently your price was not evaluated.

I have attached an appendix which provides detailed feedback on your tender.

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

Yours faithfully,

|  |  |
| --- | --- |
|  | |
| Name: ***insert name*** ***insert job title***  Insert Buyer name and address |  |