**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**

I write to inform you that your bid submission for the above procurement was deemed to be non-compliant for the following reason(s):

* Submitting a non-compliant response to Insert question number within the ‘Affirmations’. Delete if not applicable
* Failing to demonstrate suitable safeguards will be in place to mitigate the identified potential conflicts of interest. Delete if not applicable

We wrote to you on insert date explaining the issue and requesting clarification by return message by Insert time & date. However, no response has been received by the required deadline or the response provided remains inadequate.

Please be advised that we will now proceed to evaluate the compliant bids, that is, those which provided all the information and documents requested in the Bid Pack. It will then award to the successful bidder(s) in accordance with the procedure published in the Bid Pack.

Thank you for your interest in this procurement event and we look forward to receiving your interest in other procurements in the future.

Yours faithfully,

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