|  |  |
| --- | --- |
| SUPPLIER ADDRESS  | ORGANISATION ADDRESS Eich cyf/Your Ref:    Ein cyf/Our Ref:     Dyddiad/Date:   |

Dear  ------

# CONTRACT FOR ---------------------- , CONTRACT NUMBER ------

I refer to your recent quote for the above contract.

I regret to inform you that your quote was not successful on this occasion and it is our intention to award the contract to -----------. The successful bid scored an overall total of ---- Your bid scored as follows against the contract award criteria:

|  |  |  |
| --- | --- | --- |
| **Evaluation Criteria** | **Score** | **Comments** |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |

I would be happy to participate in a more detailed debriefing if you would find one useful.

I am most grateful for the time and effort invested in the process and hope that you will not be discouraged from quoting for future contracts.

Yours sincerely

*Name*

*Job Title*

*Department*