# **ANNEX C – SAMPLE LETTERS TO SUPPORT FURTHER COMPETITION**

## 

## **Invitation to Further Competition**

**“Date”**

Dear Framework Agreement Holder

**Merchant Acquiring Services Ref RM3702**

**Invitation to Submit a Further Competition Proposal under the Framework Agreement**

As a framework agreement holder under the Crown Commercial Service Merchant Acquiring Services (MAS) Framework Agreement, we invite you to submit a proposal under the framework agreement. All proposals will be evaluated based on the “most economically advantageous proposals”.

Enclosed with this letter are the following documents:-

1. **Overview of Organisation**
2. **Statement of Requirements**
3. **Spend Profile & Payment Method**
4. **Further Competition Evaluation Model, Markings & Weightings**

Please review all of the information provided, and submit your proposal by “ **X Time”** on **“Date”.** If you have any questions in relation to this process, these should be submitted via **“Customer to add specific instructions”.**

We look forward to receiving your proposal within the indicated timeframe. If for any reason you are not proposing to submit a proposal, we kindly ask that you let us know.

Yours sincerely

**“Name”**

## **ACKNOWLEDGEMENT OF RECEIPT OF PROPOSAL**

**“DATE”**

Dear “***framework holder – XXXXXXX*”**

**Further Competition – Crown Commercial Service’ Merchant Acquiring Services Ref RM3072 Framework Agreement**

I am writing to confirm we have received your further competition proposal in relation to Crown Commercial Service’ Merchant Acquiring Services (MAS) Ref RM3702.

We expect to review all bids within/by ***“x days”*** and plan to issue formal notification to all framework holders on/by ***(date).***

Yours Sincerely

**“NAME”**

## **RESULT – SUCCESSFUL BIDDER**

**“DATE”**

Dear **“*framework holder – XXXXXXX*”**

**Further Competition – Crown Commercial Service’ Merchant Acquiring Services Ref RM3702 Framework Agreement**

Thank you for submitting your proposal following the further competition process under Crown Commercial Service’ Merchant Acquiring Services Ref RM3702.

The evaluation of all bids has been completed in accordance with the evaluation criteria of which you were notified. I can inform you that it is our intention to award you a contract in respect of the Framework Agreement. Details of your evaluated scores are listed below:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Max. Score Available** | **Your Score** | **No. of Competing providers** | **Scoring Range of Competing Providers** | **No. of Successful Providers** |
|  |  |  |  |  |  |

Thank you again for your interest in this further competition and we look forward to working with you on the new Merchant Acquiring Services RM3702 Framework Agreement.

Yours sincerely

**“NAME”**

## **RESULT – UNSUCCESSFUL BIDDER**

**“DATE”**

Dear **“*framework holder – XXXXXXX*”**

**RE: Further Competition – Crown Commercial Service’ Merchant Acquiring Services Ref RM3702 Framework Agreement**

Thank you for submitting your proposal following the further competition process under Crown Commercial Service’ Merchant Acquiring Services Ref RM3702.

The evaluation of all bids has been completed in accordance with the evaluation criteria of which you were notified. I have to inform you that your proposal was not successful on this occasion. Details of your evaluated scores are listed below:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Max. Score Available** | **Your Score** | **Scoring Range** | **No. of Competing providers** | **Scoring Range of Competing Providers** | **No. of Successful Providers** |
|  |  |  |  |  |  |  |

Thank you again for your interest in this further competition.

Yours sincerely

**“NAME”**