|  |  |
| --- | --- |
|  | **[Insert Customer name]** **[Insert Customer address]**  |

**Key to highlighting:**

1. **All text highlighted in yellow and included within square brackets [ ] is to be completed by the customer**
2. **All text highlighted in green provides guidance.**

***Notes:***

1. ***This document is for guidance purposes only and should be tailored to suit your specific requirements.***
2. ***Please note when you issue the document to suppliers all highlighting and square brackets must be removed along with any guidance notes.***

[Insert Contact Name]

[Insert Supplier Name]

[Insert Supplier Address]

[Insert Date]

Dear [Insert Contact Name]

**[Insert Contract Title]**

Further to your recent submission of a Tender for the above Further Competition, I am writing to advise that the Further Competition is now complete.

I am pleased to inform you that your company ranked first in our evaluation and therefore we would like to award the [Insert Contract Title] to you.

We are holding a 10 day standstill period for this Further Competition, therefore you are strongly advised not to incur any expense or enter into any binding arrangements during this pre-contract period.

You are requested not to make any press announcements regarding the award of this Further Competition until the contract has been signed by both parties.

A copy of the completed contract will be forwarded to you shortly for your signature and return.

For your information, please also find attached a Debrief Report which sets out the scores achieved by your company during the evaluation.

Yours sincerely

[Insert your name/details]

|  |
| --- |
| **Annex A** |
| **Score** | **Rationale** |
| **Q1 Question (%)** |
|  |  |
| **Q2 Question (%)** |
|  |  |
| **Q3 Question (%)** |
|  |  |
| **Q4 Question (%)** |
|  |  |