**ANNEX SUP 8: Letter to Unsuccessful Suppliers**

Tender/RFQ reference no.: <insert no.>

Date: <insert date>

Dear <contact name>

<Contract title, Location>

Thank you for participating in the above mentioned procedure. I regret to inform you, however, that the Tender/RFQ submitted by you was not successful for the following reason(s):

**(NOTE: Erase all reasons that do not apply to the specific Tender/RFQ)**

|  |  |  |
| --- | --- | --- |
|  |  | Your tender/quotation did not arrive before the deadline. |
|  |  | Your tender/quotation was not properly sealed. |
|  |  | The details required in the Tender/Quotation Submission Form were not duly completed. |
|  |  | The declarations required with your Tender/Quotation Submission Form were not duly completed or were missing. |
|  |  | No tender guarantee was provided with your tender. |
|  |  | One or more confirmations of association with the consortium were missing or were not signed. |
|  |  | The proportion of subcontracting foreseen in your tender/quotation exceeded the maximum allowed in the Tender Dossier/RFQ. |
|  |  | Your (consortium's) economic and financial standing was not considered to satisfy criterion <a/b/…> specified in the Tender Dossier. |
|  |  | Your (consortium's) professional capacity was not considered to satisfy criterion <a/b/…> specified in the Tender Dossier/RFQ. |
|  |  | Your (consortium's) technical capacity was not considered to satisfy criterion <a/b/…> specified in the Tender Dossier/RFQ. |
|  |  | Your technical offer was not considered to satisfy criterion <a/b/…> of the technical specifications. |
|  |  | The ancillary services included in your technical offer were not considered to satisfy criterion <a/b/…> specified in the Tender Dossier/RFQ. |
|  |  | Your financial offer exceeded the maximum budget available for the contract. |
|  |  | Your tender was not the least expensive of those tenders that were technically compliant. |
|  |  | You did not comply with ethical requirements. |

For your information, the contract has been awarded to <name of successful tenderer> for an amount of <insert currency and amount>. Although we have not been able to make use of your services on this occasion, I trust that you will continue to take an active interest in our initiatives.

Yours Sincerely,

<Name and signature>