**ANNEX WOR 4: Letter to Unsuccessful Candidates**

RFP no.: <insert no.>

Date: <insert date>

Dear <contact name>

<Contract title, location>

Thank you for participating in the above mentioned tender. I regret to inform you, however, that the proposal submitted by you was not successful for the following reason:

**(Note: Erase this note and all reasons that do not apply to the specific candidate)**

|  |  |  |
| --- | --- | --- |
|  |  | your proposal did not arrive before the deadline |
|  |  | your proposal was not administratively compliant |
|  |  | the technical offer was not considered to meet the award criteria sufficiently (see table below) |
|  |  | the financial offer exceeded the maximum budget available for the Contract |
|  |  | your proposal was not the most economically advantageous of those proposals which were technically compliant (see table below) |
|  |  | <other reasons> |

For your information, the Procurement Committee recommended that the Contract should be awarded to <name of selected candidate>. Your average scores awarded by the evaluators according to the award criteria, as well as those for the selected tender, were as follows:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Use of local labour and local materials | Fulfillment of functionality | Overall technical solution | Total Technical Score (<x 0.40>) | Financial Score (<x 0.60>) | Overall Score |
| Your proposal |  |  |  |  |  |  |
| Selected proposal |  |  |  |  |  |  |

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 title>