|  |  |  |
| --- | --- | --- |
| **Private and Confidential**  [Insert Organisation Name and Address of Bidder] | Please reply | via the London Tenders Portal |
| My Ref: | [Insert Portal DN Reference No.] |
| Date: | [Insert Date] |
|  |  |

Dear [Insert Contact Name]

**REF: [Insert project name / contract title]**

Thank you for your recent Submission for the above-mentioned contract opportunity received on [Insert date].

The evaluation of your Submission was undertaken using the evaluation criteria and methodology stated within the Invitation to Quote (ITQ) document.

We regret to inform you that, following the evaluation process, your Submission was unsuccessful on this occasion.

Following the evaluation of Submissions received; I can advise that your overall score was [Insert overall score XX.XX%], your ranking was [Insert], and that the Authority intend to award the contract to [Insert successful Bidder], who received the highest overall score of [Insert overall score of successful Bidder XX.XX%].

The attached ‘Quotation Evaluation Breakdown’ at Appendix 1 provides feedback on your Submission and a breakdown of your scores. [Note: this paragraph only applies to price/quality quotations only; delete paragraph if not applicable]

I would like to thank you for the interest you have shown in this process, and we hope that you will not be deterred from applying for future contract opportunities let by the Authority.

Yours sincerely

[Insert name]

[Insert job title]

[Insert team / department]

**London Borough of Enfield**

**Appendix 1 - Quotation Evaluation Breakdown**

[Attach / embed the Bidder’s individual Evaluation matrix which contains the evaluation criteria / weightings, their scores and the reasons for these]