|  |  |  |
| --- | --- | --- |
| **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].

I am pleased to inform you that, following evaluation of your Submission, and subsequent clarification responses [delete if not applicable], your company has been successful.

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

Following the evaluation of Submissions received; I can advise that your overall score was [Insert overall score 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]

Please could you acknowledge in writing, acceptance of this letter no later than 6.00pm [Insert date].

You are strongly advised not to enter into any binding arrangements until such time as you receive the signed and dated contract. Any preparations for the contract remain at your own cost and risk [delete if not applicable].

Please note that this notification of award and signing the contract will be conditional upon the Council’s internal governance approval [delete if not applicable].

May I thank you for the interest you have shown in this opportunity.

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]