

REFERENCE

SUPPLIER ADDRESS

ORGANISATION ADDRESS

Eich cyf/Your Ref:

Ein cyf/Our Ref:

Dyddiad/Date:

Dear [REDACTED]

**CONTRACT FOR [REDACTED], CONTRACT NUMBER [REDACTED]**

I refer to your recent quote for the above contract.

I regret to inform you that your quote was not successful on this occasion and it is our intention to award the contract to [REDACTED]. The successful bid scored an overall total of [REDACTED]. Your bid scored as follows against the contract award criteria:

Evaluation Criteria	Score	Comments
<b>TOTAL</b>		

I would be happy to participate in a more detailed debriefing if you would find one useful.

I am most grateful for the time and effort invested in the process and hope that you will not be discouraged from quoting for future contracts.

Yours sincerely

*Name*  
*Job Title*  
*Department*