Award Letter: Letter to successful bidder

This document is a template. The provisions will not be appropriate for all procurements and will need to be tailored. Professional advice should be sought before making use of the document in any specific circumstances.

An award letter is the decision notice sent out to all successful supplier(s) once the evaluation decision has been made. The despatch of a valid award letter, together with letters to unsuccessful suppliers, represents the start of the important standstill stage in the procurement process. As such, it is one which it is important to get right in order to manage the legal risk of a challenge and to avoid unnecessary delay to the award of the contract.

The letter assumes the award is to the most economically advantageous tender.

Note that where there is more than one successful supplier (such as a framework agreement with multiple suppliers), the unsuccessful supplier letter must contain the relevant information for each successful supplier.

The award letters and letters to unsuccessful bidders should all be despatched at the same time.

**[On Customer Organisation’s Headed Paper]**

**[insert date]**

Dear [ ]

**Re: [*insert title of procurement as described in, OJEU / Find a Tender notice, reference etc.]* (the “Proposed Contract”)**

This is an Award Decision Notice pursuant to Regulation 86 of the Public Contracts Regulations 2015 (the “**Regulations**”).

I am pleased to inform you that, following the evaluation process, ***[Customer Organisation]*** proposes to accept your offer in relation to the Proposed Contract as contained within document with reference ***[insert reference]*** and dated ***[insert date]*** (your “**Offer**”)

The evaluation criteria were ***[insert evaluation criteria]***. Your score against those criteria was ***[score]***.

The reasons for the decision, including the characteristics and relative advantages of your winning tender, were as follows. ***[Set out description of these.]***

However, this letter is not, at this stage, a communication of ***[Customer Organisations]***’s formal acceptance of your offer. A mandatory “standstill” period is no in force pursuant to Regulation 87 of the Regulations; this period will end at midnight on ***[insert date]***.

Subject to ***[Customer Organisation]*** receiving no notice during the standstill period of any intention to legally challenge the award process. ***[Customer Organisation]*** aims to conclude the Proposed Contract with you on or after ***[insert date]***.

I will be in touch with you again at the end of the standstill period.

Yours sincerely

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