How to complete this standard Notification Letter:Please insert the information requested between the <> brackets, as appropriate for each tender procedure. Square brackets [ ] and parts shaded in grey indicate options to choose: they should be included when applicable and should only need to be amended in exceptional cases, depending on the requirements of particular tender procedures. All other parts must be left unchanged. In the final version of the notification letter, please remember to delete this paragraph, any other text with yellow highlighting and to suppress all brackets.

**Notification Letter**

**< Letterhead of Contracting Authority >**

< Date >

< Official name of tenderer / candidate /contractor>

<Address of tenderer / candidate / contractor >

Our ref: < Publication reference >

Dear < Contact name >,

**< Contract title >, < Location >**

The above contract may be awarded to you subject to the eligibility of the proofs when requested, related to the exclusion situations and selection criteria mentioned below, for the amount mentioned in your tender [<…>] and on the basis of the conditions stipulated in the tender dossier. The contract value is [EUR] [<national currency>] <amount>.

Please complete a new financial identification form if your bank account details have changed since those submitted with your tender.

[Where applicable depending on the amount of the contract: To facilitate the contract preparation, could you please confirm that you will request the pre-financing of < amount of pre-financing >.]

[Where evidence documents for exclusion criteria shall be submitted: Please submit admissible proof or statement usual under the law of the country in which [you] [your firm] [each consortium member] is established that [you] [your firm] [each of the consortium members] does not fall into any of the exclusion situations listed in the Tender Dossier, in accordance with the undertaking in the tenderer's declaration[s] included in your tender. The date on the evidence or documents provided must be no earlier than 1 year before the date of submission of the tender. [You] [Your firm] [each consortium member] must, in addition, provide a statement that the situation has not been altered in the period that has elapsed since the evidence in question was drawn up.]

[Where evidence documents for exclusion criteria is not submitted (no pre-financing shall be made unless a financial guarantee of an amount equivalent to the amount of the pre-financing is provided):

Supporting documents may be in <state language> or in another language, provided they are accompanied by a translation into the language of the procedure. For the purposes of interpreting the tender, the language of the procedure has precedence

The documentary evidences may be in original or copy. If copies are submitted, the originals must be dispatched to the Contracting Authority upon request.

Please submit the requested information within below specified deadline to the following address:

<Name and address of the Contracting Authority, for the attention of <address of unit/section>>

The contract will be sent to you for signature if you provide the above requested evidence documents within 15 calendar days following receipt of this notification of award. Note that the Contracting Authority may not be in a position to honour the contract if the required documents/information is not submitted within the above time limit or if they do not meet the requirements set out above.

Yours sincerely,

< Name **>**