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 for a service contract**

**< 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 will be awarded to you for the amount mentioned in your tender [, as corrected for arithmetic errors as follows: <…>] 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.

For your information, please find below your scores as well as those for the next best tender. These scores are based on the average technical points awarded by the evaluators according to the award criteria. You will also find the composite results of the evaluation:

|  |  |  |  |
| --- | --- | --- | --- |
| **Composite Results** | | | |
|  | Org & meth | [Key exp 1] | [Key exp 2] | [Key exp 3] | [<…>] | | Tech score  x 0.80 | Fincl score x 0.20 | Overall score |
| Your tender |  |  |  |  |  | |  |  |  |
| Next best tender |  |  |  |  |  | |  |  |  |

[Where evidence documents for exclusion criteria shall be submitted (For contracts with a value of less than the international thresholds (service < EUR 300.000) there is no obligation to submit the above mentioned documents. The Contracting Authority may however, where it has doubts as to whether the tenderer to whom the contract is to be awarded is in one of the situations of exclusion, require him to provide the evidence):

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. Examples of the admissible supporting documents are provided in Section 2.6.10.1.3. of the Practical Guide. 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. ]

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

[The contract will be sent to you for signature if you provide the above requested information within the specified delay under the conditions stated above.]

[The contract must be signed by the two parties by <specify date> at the latest.]

Please take note of the possibility – as described in the instructions to tenderers – that the tender procedure may – under certain circumstances – be cancelled by the Contracting Authority. In no circumstances will the Contracting Authority be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a tender, even if the Contracting Authority has been informed of the possibility of damage. The publication of a contract notice does not commit the Contracting Authority to implement the programme or project announced.

Implementation of the tasks may not start before the contract is signed by both parties.

< Add any special instructions as appropriate>

Yours sincerely,

< Name **>**