**Standard letter for nonqualified[[1]](#footnote-1) candidates**

 *[Insert date and place]*

*[Insert name and address of the contracting authority]*

*[Insert Candidate’s name and address]*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Procurement No** |  |  |  |  |  |  |  |  |  |

**Title:** ***[insert title of the procurement activity]***

Dear *[Mr/Ms]* *[insert name of contact person of the economic operator]*

Thank you for participating in the above-mentioned public procurement procedure. The procedure has been conducted in accordance with Public Procurement Law No. 04/L-042,amended and supplemented with the law No. 04/L-237, law No. 05/L-068 and law No.05/L-092 hereinafter quoted as “PPL”.

Your request to participate has been thoroughly evaluated according to the conditions and requirements given in the contract notice and in the prequalification document.

We are sorry to inform you that the application submitted by you was not qualified since your application during the re-examination was not identified as the six best applications within the applications that met the requirements specified in the contract notice and in the prequalification document.

We would like to inform you that the candidates qualified are the following:

If you believe that the Contracting Authority, during the public procurement procedure, has violated the PPL or the applicable rules, you have the right to file a complaint to the Contracting Authority according to article 108/A of the Law No. No. 04/L-042 on Public Procurement of the Republic of Kosovo, amended and supplemented with the law No. 04/L-237, law No. 05/L-068 and law No.05/L-092.

Even if we were not able to use your services this time, we believe that you will still be interested in our future procurement initiations.

Respectfully,

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 *[Name and Surname of procurement Officer] [Signature]*

1. *This letter is for the nonqualified candidates, those who have met the specified selection criteria, presented in the contract notice and in the prequalification documents, but since the number of qualified candidates meeting the selection criteria was more than six ,were not the six most qualified candidates.*  [↑](#footnote-ref-1)