**Standard letter for qualified[[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 have the pleasure to inform you that your company has been qualified and will soon receive the Invitation to Tender.

For your information the candidates qualified are the following:

Respectfully,

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

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

1. *This letter is for the qualified candidates, those who will be invited to submit tenders*  [↑](#footnote-ref-1)