**Standard letter for successful[[1]](#footnote-1) tenderer**

*[Insert date and place]*

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

*[Insert Tenderer’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 tender has been thoroughly evaluated according to the conditions and requirements given in the Contract notice and in the tender dossier.

We have the pleasure to inform you that you have submitted *[the most advantageous economically tender]* *[the lowest price tender]* as a reply to the *[contract notice]* *[invitation to submit tenders in the restricted procedure]* *[invitation to submit tenders in the competitive negotiated procedure]* for the above-mentioned procurement activity.

The contract has been awarded to you with the price specified in your tender *[OPTION: after the correction of the arithmetical errors]* and in compliance with the terms and condition of tender dossier.

The contract award is provisional and does not constitute a contractual arrangement until the interval, *during which unsuccessful tenderers can seek a review of the decision*, has elapsed.

The contract is attached to this letter.

Attachment: Contract

Respectfully,

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

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

1. *This letter is for the tenderer to whom the contract is awarded*  [↑](#footnote-ref-1)