**Standard letter for unsuccessful[[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 are sorry to inform you that the tender submitted by you was unsuccessful, since your tender *[was not the most advantageous by economical aspect]* *[was not the lowest price tender]* within the tenders that met the requirements specified in the contract notice and in the tender dossier.

We would like to inform you that contract has been awarded to: *[insert name of the successful tenderer]* for amount of *[insert amount in Euro].*

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.

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.

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 tenderers that have fulfilled all requirements of the contracting authority, presented in the contract notice and in the tender dossier, whom the contract was not awarded, since their tenders were not the best tenders according to the contract award criteria.*  [↑](#footnote-ref-1)