

**STANDARD LETTER INFORMING CANDIDATES OF THEIR ELIMINATION AT
THE PQQ STAGE (ABOVE OJEU THRESHOLD)**

Thank you for your pre-qualification questionnaire dated [insert date of pre-qualification questionnaire] in response to [insert details of OJEU advert]. We have now completed our evaluation of all the pre-qualification questionnaires received in response to the advertisement and, on behalf of Orkney Islands Council, we must inform you that on this occasion you have not been selected to be invited to [tender/negotiate the contract/participate further in the dialogue] (Draft Note: delete according to the procedure being followed).

[The table below shows your scores against the published selection criteria.]

SELECTION CRITERIA	YOUR SCORE
OVERALL SCORE	

Draft Note: optional]

If you would like to receive [additional] debrief information, please contact us in writing. We will respond to you within 15 days of receipt of a written request.

May we take this opportunity to once again thank you for your interest in this contract.