

**STANDARD UNSUCCESSFUL LETTER AT CONTRACT AWARD (SUB OJEU THRESHOLD) – EXAMPLE ONLY – REQUIRES TO BE TAILORED TO THE SPECIFICS OF EACH PROCUREMENT**

Dear Sirs

**ORKNEY ISLANDS COUNCIL INVITATION TO TENDER FOR [SUBJECT MATTER OF THE CONTRACT]**

We write further to your tender submission dated [insert date]. Orkney Islands Council has evaluated your tender and regrets to inform you that on this occasion you have not been successful. We would however like to take this opportunity to thank you for the interest that you have shown in this requirement.

We recognise the resource input and efforts expended in compiling your tender and would be happy to provide a de-briefing. Please contact me at the above address if you wish to receive a de-briefing or if any point requires clarification.

Yours faithfully

[insert name]  
[insert designation]