

**STANDARD SUCCESSFUL LETTER AT PQQ STAGE – EXAMPLE ONLY –
REQUIRES TO BE TAILORED TO THE SPECIFICS OF EACH PROCUREMENT**

Dear Sirs

PRE QUALIFICATION QUESTIONNAIRE FOR *[insert contract title]*

We are pleased to inform you that following evaluation of your Pre Qualification Questionnaire for *[insert supplies/services/supplies and services/works]* that Orkney Islands Council (the Council) has decided that your company should be issued with an Invitation to Tender. It is the Council's intention to issue the Invitation to Tender for *[insert supplies/services/supplies and services/works]* on *[Date]* *[[by post]*.

You are strongly advised not to incur any expense or enter into any binding arrangements as a result of this letter.

Should you have any questions regarding the above, please contact the undersigned.

Yours faithfully