[Date]

[Respondent’s Name]

[PO Box or Street Address]

[Town/ City]

[Postcode]

(The **Respondent**)

**Attention:** [Respondent's Contact Person]

**RE:** [Procurement Title (and reference # if available)]<<click and select RFx document description from dropdown>>

**Dear** [Contact Person’s First Name]**,**

Please be advised that your <<click and select description from dropdown>> to the above request has not been successful.

<<Click here and select your message from dropdown>>

*Note: If you’re giving feedback, please fill out the bullets below. Otherwise, please delete.*

*The aim of debriefs is to provide unsuccessful respondents with constructive feedback to enable them to improve their offering for future contract opportunities. Debrief content must be consistent with the evaluation.*

* [The reason the response was unsuccessful - e.g. It was determined that your response did not meet minimum requirements for proposed solution.]
* [Strengths and weaknesses of the response - e.g. Pricing was very competitive, however, proposed solution was not sufficiently detailed.]
* [How the response performed against evaluation criteria - e.g. Proposed solution and capacity were acceptable and price was competitive. However, it was determined that the respondent lacked sufficient experience with projects of this size and level of complexity in comparison to other respondents.]
* [Relative advantages of the successful response - e.g. The successful respondent was judged to provide greater value for money due to more relevant experience and a lower price.]

<<Click here and select applicable reason for the outcome from dropdown>>

Thank you for your interest, and the time and effort you’ve put into preparing and submitting your response. Should you have any questions or concerns regarding this procurement process, please contact me by email.

**Sincerely,**

[Name of Sender]

Procurement Officer

[Email Address of the Sender]