

**STANDARD UNSUCCESSFUL 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 regret to inform you that following the evaluation of your Pre Qualification Questionnaire (PQQ) for that Orkney Islands Council (the “Council”) has decided that your company should not has not be short-listed to be invited to tender.

In reaching its decision the Council assessed all responses made in your PQQ and concluded that on this occasion other organisations were better placed to provide *[insert supplies/services/supplies and services/works]*. Should you require more information the Council will provide you with a telephone debrief explaining the reasons for its decision. If you require a telephone debriefing please contact the undersigned in writing.

The Council would like to thank you for the interest shown in this procurement and hopes this disappointment will not deter you from pursuing any future opportunities within the Council.

Yours faithfully

July 2010