How to complete this standard notification letter:Please insert the information requested between the <> brackets, as appropriate for each tender procedure. Square brackets [ ] and parts shaded in grey indicate options to choose: they should be included when applicable and should only need to be amended in exceptional cases, depending on the requirements of particular tender procedures. All other parts must be left unchanged. In the final version of the notification letter, please remember to delete this paragraph, any other text with yellow highlighting and to suppress all brackets.

**Notification Letter for a service contract**

**< Letterhead of contracting authority >**

< Date >

< Official name of tenderer / candidate /contractor>

<Address of tenderer / candidate / contractor >

Our ref: < publication reference >

Dear < contact name >,

**< Contract title >, < Location >**

[Fee-based contracts and global price contracts with key experts: The above contract may be awarded to you subject to the availability of key experts, for the amount mentioned in your tender [, as corrected for arithmetic errors as follows: <…>] and on the basis of the conditions stipulated in the tender dossier.]

[Global price contracts without key experts: The above contract will be awarded to you for the amount mentioned in your tender [, as corrected for arithmetic errors as follows: <…>] and on the basis of the conditions stipulated in the tender dossier.]

The contract value is [EUR] [<ISO code of national currency > only for indirect management] <amount>.

Please complete a new financial identification form if your bank account details have changed and are different from those submitted with your tender.

For your information, please find below your scores as well as those for the next best tender. These scores are based on the average technical scores awarded by the evaluators according to the award criteria. You will also find the composite results of the evaluation:

|  |  |
| --- | --- |
|  | **Composite results** |
|  | Org & meth | [Key exp 1] | [Key exp 2] | [Key exp 3] | [<…>] | Average technical score | Weighted Tech score x 0.80 | Fincl score x 0.20 | Overall score |
| Your tender |  |  |  |  |  |  |  |  |  |
| Next best tender |  |  |  |  |  |  |  |  |  |

[Fee-based contracts and global price contracts with key experts: Within **5 days** from today you are kindly requested to submit a statement that all the key experts proposed in your offer are available at the date of < date >, indicative date of entry into force of the contract.

In case any of the key experts you proposed in your tender is unavailable, you will propose within **15 days** from today replacement experts who shall have at least equivalent qualifications and experience as the key experts proposed in your tender. A justification for the change of the expert shall be given, but the acceptance will not be limited to specific cases. For your information, the replacement expert may not have been a key expert proposed by any of the other tenderers in this procedure. Several replacement experts may be proposed for the same position but only one time-period of 15 days will be offered. The contracting authority will choose between these proposed experts.

The replacement expert's total score must be at least as high as the scores of the expert proposed in the tender. It must be emphasised that the minimum requirements for each evaluation criterion must be met by the replacement expert.

In order to proceed with the preparation of your contract at the earliest, we would like to ask you to send us the requested information within the above specified 15 days delay to the following address:

<Name and address of the contracting authority>, for the attention of <address of unit/section>

If you do not propose replacement experts within the time limit, or, if the replacement experts are not sufficiently qualified, the contracting authority may annul this award. ]

 [For fee-based contracts*:* Furthermore, could you please notify us of the auditor[s] you propose for the provision of the expenditure verification reports]

[To facilitate the contract preparation, could you please confirm that you will request the pre-financing of < amount of pre-financing >.]

[For contracts that are not already managed through OPSYS: Kindly confirm as soon as possible whether you are able to sign the contract using a Qualified Electronic Signature (QES). Please note that only the QES within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted[[1]](#footnote-1).

Documents signed with a QES benefit from the highest level of security and legal certainty under the eIDAS Regulation. You can find more background information here: [https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/eSignature+-+Businesses](https://ec.europa.eu/cefdigital/wiki/display/CEFDIGITAL/eSignature%2B-%2BBusinesses).

It is recommended that you check the QES signature and the validity of your certificate before sending back the countersigned document. Please use one of the following tools:

- DSS Demonstration validation tool available at <https://ec.europa.eu/cefdigital/DSS/webapp-demo/validation> to check the validity of a certificate by indicating the number and type of valid signatures in a document.

- Adobe Acrobat Reader: <https://helpx.adobe.com/be_en/acrobat/using/validating-digital-signatures.html>

- EU Trusted List Browser can be consulted in order to check whether the electronic signature provider and the trust service it provides are part of European Union Trusted List: <https://webgate.ec.europa.eu/tl-browser/#/>

To make sure you use a QES compliant to eIDAS Regulation, you need to check that both the service provider and the qualified certificate generation service used are included in the EU Trusted List Browser*.* ]

[The contract will be sent to you for signature if you provide the above requested information within the specified delay under the conditions stated above.]

[The contract must be signed by the two parties by <specify date> at the latest.]

Please take note of the possibility – as described in the instructions to tenderers – that the tender procedure may – under certain circumstances – be cancelled by the contracting authority. In no circumstances will the contracting authority be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a tender, even if the contracting authority has been informed of the possibility of damage. The publication of a contract notice does not commit the contracting authority to implement the programme or project announced.

[To be inserted when the contract value exceeds the threshold of EUR 300 000 **except** for the following cases:

1) in a procedure where only one tender has been submitted

2) negotiated procedure without prior publication,

The contract can be signed only after a period of [10 calendar days when using electronic means] [15 calendar days when using other means] starting from the day following the date on which this notification was sent. During this period, you may submit any observations concerning the procurement procedure to the contracting authority. If it is not possible to conclude the contract as envisaged, we reserve the right to review our decision and to award the contract to another tenderer or to cancel the procedure].

Implementation of the tasks may not start before the contract is signed by both parties.

 < Add any special instructions as appropriate>

Yours sincerely,

< Name **>**

1. Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC. [↑](#footnote-ref-1)