Notifications



4. Notifications

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The awarding of the best tenderer is done automatically based on the Evaluation performed by the Evaluation Committee, and the following letters are generated automatically by the system:

- Award notification letter to best tenderer; and
- The notification letter to the *next best* tenderer; <u>and</u>
- The notification letter to the unsuccessful.

After the *pre-financing*, the system generates the **draft Contract** from: i) the structured data entered in the *Request for Service*; ii) the structured data entered and files uploaded during *Submission*; and iii) the structured data of the *Evaluation*.

The Contracting Authority reviews and validates the draft Contract, and the award decision (authorisation) for the Specific Contract is granted.



Please note that the Contractors do not have to perform any actions under the Awarding phase.

Following the *authorisation of the Specific Contract* by the Authorising Officer, the Contractors receive the notification letters in the **Funding & Tenders Portal**. The notification is done by the system where it sends an e-mail automatically to the Contractors, notifying them that the *notification letters* are available in the portal. A direct link is available in the e-mail to the notification letter.

Tender Procedure Expert Availability