Tirana, …………………

Our ref: 83454642

Dear …………………………

**Purchase of “Promotions materials”**

Thank you for participating in the above-mentioned tender procedure. I regret to inform you, however, that your tender was not successful for the following reasons:

|  |  |
| --- | --- |
|  |  |
| □ | your tender was not administratively regular for the following reason(s):  -Tender submission form not included.  -Documentary proof or statements required under the Albanian law, missing. |
| □ | no tender guarantee was provided with your tender |
| □ | your financial offer exceeded the maximum budget available for the contract |

For your information, the contract has been awarded to …………………………………….

We draw your attention to the legal remedies available to you to contest this decision, explained in section 2.4.15 of the Practical Guide.

Although we have not been able to make use of your services on this occasion, I trust that you will continue to take an active interest in our initiatives.

Yours sincerely,

**Elona Karafili**

**Executive Director**