



Assessment Summary

[Assessed Tender]

[Delete this instructional text before issuing]

1. Contracting authorities issuing an assessment summary should first assure themselves that they are meeting the requirements of the Procurement Act 2023 and good commercial practice, seeking relevant professional advice where appropriate.
2. Relevant guidance: [Procurement Act 2023 guidance: assessment summaries](#).
3. Unique identifier is the globally unique (OCID) number generated by the central digital platform.
4. Replace the GCF logo with your own departmental logo.
5. Include security classification if appropriate. See guidance on [government security classification](#) where applicable.
6. Italic text in square brackets *[example]* is instructional and should be deleted before the document is issued.

Our reference:

Unique identifier:

Date:

Your email:

Your address:

Dear [insert name or Sir/Madam]

Re: Invitation to Tender for [insert procurement title/unique identifier as described in the tender notice].

Thank you for your tender submission [dated] for the aforementioned procurement. Following the conclusion of the assessment process, I regret to inform you that on this occasion your organisation's tender has not been successful.

Your assessment summary is provided at Annex A. This sets out your scores, and the rationale for those scores, against each of the assessment criteria, as well as providing the same for the most advantageous tender *[If you have redacted this information in accordance with section 94, please add the words 'redacted for commercial sensitivity' here]*.

[If you have not provided the full assessment methodology and/or award criteria in the assessment summary, you will need to indicate here and how this information can be accessed, for example: The full assessment methodology and award criteria can be found at the following link: and insert the link here.]

I would like to thank you for the time and effort spent in submitting your tender and assure you that the fact that you have been unsuccessful on this occasion will not affect you being considered for any future opportunities.

Yours [sincerely] [faithfully],

[Insert name and title]

Annex A: Assessment Summary

[Delete this instructional text before issuing] The tables below are provided **as an example only** to illustrate the information that must be provided in an assessment summary (to the extent that such information is applicable to the procurement in question). Contracting authorities are encouraged to develop their assessment templates (e.g. the format of consensus or moderation panel outputs) in such a way that these can be copied and pasted into the assessment summary when completed, thereby reducing workload and improving the quality of information provided to suppliers. There is no requirement to repeat the award criteria or assessment methodology in full in the assessment summary but the contracting authority must include the title of each criterion (and sub-criterion where appropriate) and indicate to the supplier where the full information can be accessed e.g. by providing the tender notice reference. Further information can be found in the [guidance on assessment summaries](#).

Your assessed tender

Illustrative table:

Criterion title ¹	Relative importance ²	Scoring scale ³	Score awarded ⁴	Explanation of score ⁵
[Insert criteria category 1 title (where applicable)]				
[Insert criteria 1 title]				
[Insert sub-criterion 1 title (where applicable)]				
[Insert sub-criterion 2 title (where applicable) etc.]				
[Insert criteria 2 title etc.]				

Criterion title ¹	Relative importance ²	Scoring scale ³	Score awarded ⁴	Explanation of score ⁵
[Insert criteria category 2 title (where applicable) etc.]				
[Insert criterion 3 title]				
[Insert criterion 4 title]				
[Insert criterion 5 title]				
Total score [insert score here where a total score has been calculated] ⁶				

[Additional information]

[Delete this instructional text before issuing. Add any general feedback that may help improve future tenders. Delete this section if not using.]

[Notes (see references in illustrative table) (to be deleted before issue):

- 1. The contracting authority must include, as a minimum, the title of each criterion and sub-criterion used in the assessment of the tender. Where the contracting authority has used categories to distinguish between different types of criteria (e.g. commercial and technical criteria) which are to be scored separately, these must also be included.*
- 2. The regulations require the contracting authority to include the relative importance of each individual criterion and sub-criterion used in the assessment of tenders. As set out in section 23(3) of the Act, the relative importance may be indicated by a weighting (as a percentage of total importance), a ranking, or another description.*

3. *The contracting authority is required to set out what scores were available on each criterion (i.e. the highest and lowest score available) and a summary of how each score could be achieved. This could include, for example, pass/fail criteria, a scale from 1-8 or the use of a narrative description scale such as from 'unacceptable' to 'excellent'.*
4. *The contracting authority must inform the supplier in the assessment summary which score was awarded against each of the criteria and sub-criteria that have been assessed. Where a contracting authority has used different categories of criteria (see note 1 above), the score for that category must also be provided.*
5. *The supplier must be given sufficient information to understand the scores awarded which requires the contracting authority to explain why that score was awarded by making reference to relevant information in the tender and to include any further explanation of why the public contract is not being awarded to the supplier. Where a tender has been disqualified due to failure to meet the threshold for a mandatory criterion, the reasons for the disqualification must be included.*
6. *The contracting authority must include the total score awarded to the supplier where such score is available. NB. If a supplier has failed to meet the threshold for any mandatory criterion and been disqualified, the contracting authority is not required to complete the assessment of the tender and no total score would be available.]*

Most advantageous tender

Illustrative table:

Name of most advantageous tender supplier: [Include MAT supplier name where doing so does not create a significant burden]				
Criterion title	Relative importance	Scoring scale	Score awarded	Explanation of score
[Insert criteria category 1 title (where applicable)]				
[Insert criteria 1 title]				
[Insert sub-criterion 1 title (where applicable)]				
[Insert sub-criterion 2 title (where applicable) etc.]				
[Insert criteria 2 title etc.]				
[Insert criteria category 2 title (where applicable) etc.]				
[Insert criterion 3 title]				
[Insert criterion 4 title]				
[Insert criterion 5 title]				
Total score				