How to complete these notification letters.Please insert information between the <> brackets as indicated for each tender procedure. Square brackets [ ] and parts shaded in grey indicate options to choose: they should be included when applicable, but should only be modified in exceptional cases, dictated by the requirements of a specific call for tenders. All other parts of these standard instructions must be left unchanged. In the final version of letter, please remember to delete this paragraph, any other text with yellow highlighting and to suppress all brackets.

**Notification Letter**

**< 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 >**

We are pleased to inform you that your tender has successfully passed the evaluation for the above contract, 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 since those submitted with your tender.

[Where applicable depending on the amount of the contract: 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>.

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 evidence documents within 15 calendar days following receipt of this notification of award. Note that the contracting authority may not be in a position to honour the contract if the required documents/information is not submitted within the above time limit or if they do not meet the requirements set out 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 procurement notice does not commit the contracting authority to implement the programme or project announced.

Letters have also been sent today to the unsuccessful tenderers informing them that they may obtain your name, the characteristics and relative advantages of your tender, as well as the overall price of your tender.

[To be inserted when the contract value exceeds the threshold of EUR 5 000 000 except in the following situations:

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

2) negotiated procedure without prior publication, see PRAG 5.2.5.1.

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 award procedure to the contracting authority. If requests or comments made by the unsuccessful tenderers or any other relevant information justify it, we reserve the right to suspend signing the contract to allow further examination. In this case, you will be informed promptly. ]

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)