

**FORM SBD – G – 12**  
**SAMPLE LETTER TO UNSUCCESSFUL BIDDERS**  
PROCUREMENT POLICY UNIT- MINISTRY OF FINANCE  
KABUL, AFGHANISTAN- 10,06,2009



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| <p><b>FORM SBD-G-12</b></p> <p><b>SAMPLE LETTER TO UNSUCCESSFUL BIDDERS</b></p> <p><b>(INSTRUCTIONS, REMINDERS AND FORM)</b></p> |
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***INSTRUCTIONS***

- 1) This form (template) shall be utilized to notice the unsuccessful bidders.
- 2) In compliance with Article 64, **Right of Unsuccessful Bidders to Explanation**, a procuring entity shall, upon request, communicate promptly to a bidder the reason for the rejection of its application to pre-qualify, or of its bid, at the expense of the bidder.
- 3) The letters shall be signed by the Procuring Entity, ideally by the same person who signed the bidding documents and addendum/da (if any).
- 4) The letters sent to unsuccessful bidders shall be kept as procurement records.

Note: The users of this form must refer to PPL and Rules of Procedure for Public Procurement for Afghanistan

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**LETTER TO UNSUCCESSFUL BIDDERS (GOODS)**

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|   | <b>Letter Head of the Procuring Entity with Address of the Procuring Entity</b>  |
| 1 | Sent to  |
|   | <ul style="list-style-type: none"> <li>• Name of Firm,</li> <li>• Address of Firm</li> <li>• Name of Contact Person</li> <li>• E-mail address of the contact person</li> </ul>   |
| 2 | Heading Reference  |
|   | <p><b><i>Letter to unsuccessful Bidder (Goods)</i></b><br/> <i>[insert: name of Country, e.g. Afghanistan]</i><br/> <i>[insert: name of Project]</i><br/> <i>[insert: Title of Procurement]</i><br/> <i>[insert: Procurement Number]</i></p>   |
| 3 | Notice of Unsuccessful bid   |
|   | <p><i>Your bid has not been selected for award.</i></p> <p><i>The Contract has been awarded to:</i></p> <ul style="list-style-type: none"> <li>• <i>(Name and Address of the Firm)</i></li> <li>• <i>(Amount of the Contract Awarded)</i></li> </ul> <p><i>Reference is hereby made to Article 64 of the Public Procurement Law, Right of unsuccessful bidders to explanation, a procuring entity shall, upon request, communicate promptly to a bidder the reason for the rejection of its application to pre-qualify, or of its bid, at the expense of the bidder. In compliance with the Public Procurement Law, if you decide to request to be informed on the reason for the rejection, please send your request to the signatory of this letter.</i></p> |
| 4 | Return of Bid Security   |
|   | <i>Please find enclosed your bid security duly returned.</i>   |
| 5 | Conclusive Paragraph   |
|   | <ul style="list-style-type: none"> <li>• Greetings and thanks for participation to this tender proceedings.</li> </ul>   |
| 6 | Signatory  |
|   | <ul style="list-style-type: none"> <li>• Name printed           <ul style="list-style-type: none"> <li>• Title</li> <li>• Signature</li> <li>• Date of signature</li> </ul> </li> </ul>  |